



# Digital Pen

User manual

990 01

Valid for software  
MyScript Studio Notes Edition



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# 1 Overview

Thank you for choosing to purchase this efficient, quality product!

The STAEDTLER Digital pen allows all handwritten notes and drawings on regular paper to be recorded and stored in the internal Flash memory. This proves particularly practical whenever there is no computer immediately at hand and you would like to retain spontaneous thoughts or important matters. Recorded notes can then be uploaded onto the computer via USB connection.

Comprising of a writing implement and a receiver, the STAEDTLER Digital pen combines ultrasonic and infrared technologies with sophisticated algorithms. This provides a precise tracking and positioning system which traces movement of the pen tip on any surface and converts it into a vector image of the user's handwriting. The digital pen transfers this vector image to the receiver for storage.



*Notice!*

*Please refer to the user manual for more detailed information regarding all practical functions of the device!*

## 1.1 Key features

- Record handwritten notes and drawings, even when no computer is immediately at hand.
- Store handwritten notes in the integrated Flash memory.
- Upload the recorded handwritten notes onto a computer via USB connection.
- Functions as a digital pen to write directly into Windows and Office 2007.
- Selectable mouse indicator function.
- No installation required for Digital Ink Features in Vista or higher and Office 2007.
- No special paper necessary.

## 1.2 Package content

- Digital pen
- 2 SR41 button batteries
- 3 ballpoint pen refills in D-format
- Stylus refill
- Tweezers
- Receiver
- USB cable
- Metal box
- 2 CDs (Mobile Note Taker/ MyScript Studio Notes Edition)
- User manual (in various languages)

## 1.3 Notes on safety



### Warning!

**Risk of explosion if batteries are not inserted correctly! It is imperative that correct polarity of the batteries is observed to avoid injury!**

**Under no circumstances may batteries be thrown onto fires, forced open, short circuited or recharged!**

**In the event of a leaking battery, avoid contact with skin, eyes or mucous membranes at all costs. Rinse affected areas immediately with plenty of clean water. Then seek immediate medical attention.**

**Store batteries in a safe place inaccessible to small children. Swallowing batteries could prove fatal. If a battery is swallowed, seek immediate medical attention!**

**Keep packaging material and parts small enough to be swallowed out of reach of children. There is a serious risk of choking or suffocation!**

Once the batteries have drained, or if the STAEDTLER Digital pen will not be used for lengthy periods, remove the batteries from the pen. This will prevent damage caused by leakage from the batteries.

### Notice!

*Only use batteries of equivalent type!*

*Do not expose the STAEDTLER Digital pen, the receiver or the batteries to intense fluctuations in temperature, moisture, direct sunlight, dusty conditions or shocks.*

*Do not carry out any repairs on the STAEDTLER Digital pen or its accessories. The product could become damaged if repairs are not carried out correctly.*

*Under no circumstances may the STAEDTLER Digital pen be dismantled! This could lead to malfunctioning of the pen!*



Fig. 1 Do not dismantle the pen!

## 1.4 System requirements

To be able to install and utilize the Software CDs included in delivery, your system must fulfill the following requirements:

- Microsoft ® Windows XP (Sp3) or higher
- 100 MB available fixed-disk storage
- At least 128 MB working memory (512 MB recommended)

- Minimum display screen resolution (1024 x 768 pixels)
- 32bit color quality
- Free USB port

## 1.5 The STAEDTLER Digital pen

### 1.5.1 Inserting / replacing a refill

Tweezers are recommended for removal of the refill!



*Notice!*

*Only D-format ballpoint pen refills (length 67 mm - diameter 2.35 mm) are suitable for the STAEDTLER Digital pen!*



*Notice!*

*The ballpoint pen refills are delivered with a protective gel plug fitted to the tip. If this is still present, it must be removed prior to insertion of the refill.*

#### Removing a refill with the tweezers

1. Remove the pen cap from the STAEDTLER Digital pen.
2. Apply the tweezers onto the refill of the STAEDTLER Digital pen.
3. Grip the pen securely in one hand and pull the refill slowly from the casing.

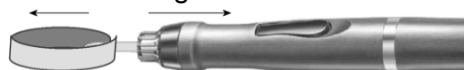


Fig. 2 Removing the refill with the tweezers

#### Removing a refill with the pen cap

The upper section of the pen cap can also be used as an extraction device.

1. Remove the pen cap from the STAEDTLER Digital pen
2. Place the refill in the middle of the extraction device. Grip the pen securely in one hand and apply pressure to the pen with the extraction device.

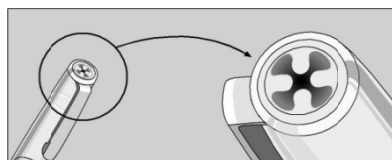


Fig. 3 Extraction device

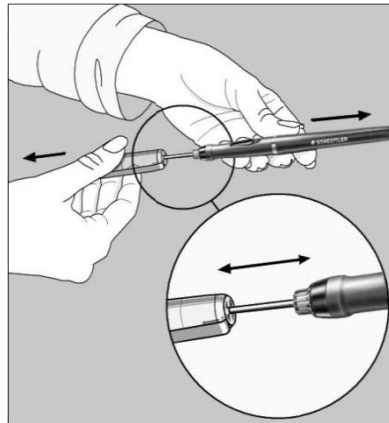


#### Attention!

**Under certain circumstances, the electronics inside the pen could sustain damage as a result of excess pressure being applied by the extraction device of the pen cap.**

3. Remove the used refill.

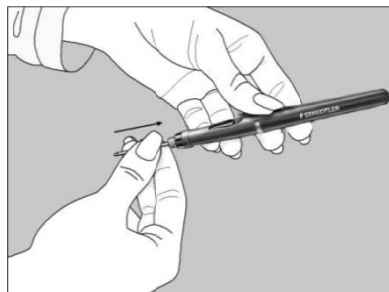




*Fig. 4 Removing the refill*

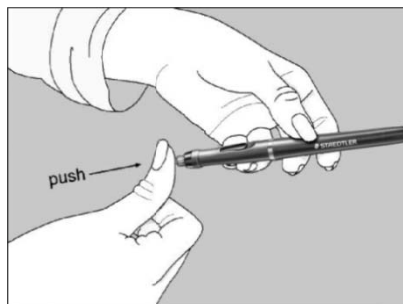
### Inserting a refill

4. Insert the refill into the pen tip.



*Fig. 5 Inserting the refill*

5. Push the new refill down lightly with the fingers so that it sits snugly.



*Fig. 6 Inserting the refill*



### Attention!

**Under certain circumstances, the electronics inside the pen could sustain damage if the refill is pushed too hard!**

## 1.5.2 Inserting / replacing the pen battery

1. Remove the cover of the battery compartment.
2. Insert two SR41 batteries with the positive poles facing upwards.
3. Close the cover of the battery compartment.



Fig. 7 Replacing the battery



### Attention!

**Ensure correct polarity when inserting the batteries.**

**There is a risk of explosion if the replacement batteries are not of the required battery type. As the battery power for the pen begins to drain, the following symbol appears on the LCD display of the receiver:**



Fig. 8 Battery symbol



### Notice!

*This symbol is displayed for each new note. The application icon in the taskbar changes when the batteries are replaced.*



Fig. 9 Application icon in the taskbar

## 1.6 The receiver

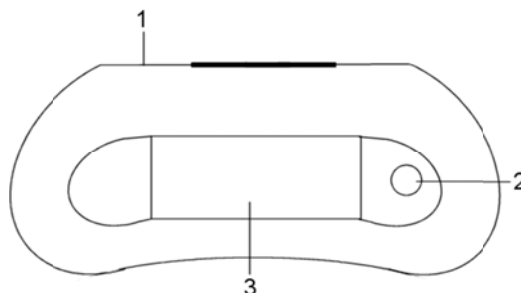
The STAEDTLER Digital pen is a unique piece of equipment which records handwritten notes on regular paper, stores these notes to memory and then uploads them onto a computer.

It is possible to record and store up to 100 DIN A4 sides with the STAEDTLER Digital pen.

The user can read the current page number, the battery charge status and the current operating mode on the LCD display.

A USB cable allows connection of the STAEDTLER Digital pen to a PC whether at home or in the office. Upload stored notes onto your computer where they can then be subsequently managed.

### 1.6.1 Description of receiver



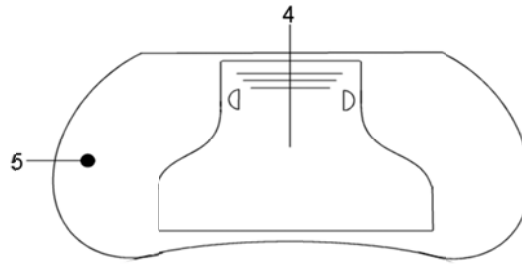


Fig. 10 Receiver

- 1 USB port
- 2 Function button
- 3 LCD display
- 4 Clip
- 5 RESET button

### USB port

Allows connection to the PC by way of a USB cable.

### Function button

*In offline mode:*

Press briefly to create a new note or to switch to a new page.

Hold pressed for approx. 5 seconds to switch the device on or off.

*In online mode:*

Press briefly to switch between mouse mode and note mode.

### LCD display

All relevant information is provided on the display.

### Clip

For attaching the receiver onto the paper.

### RESET button

Initiates a reset of the receiver

*Notice!*

*Following a period of inactivity of approx. 60 minutes, the device will shut down automatically.*



## 1.6.2 Resetting the device

A RESET button is located on the back of the receiver. This can be applied whenever the device fails to respond. To reset the receiver, insert a sharp implement into the opening circled in the drawing.

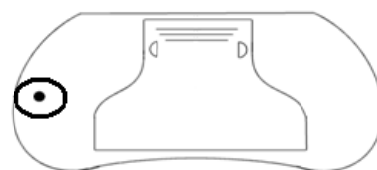









Fig. 11 RESET button

### 1.6.3 LCD display

The following symbols are represented on the LCD display, depending on the respective operating state.

Symbol	Meaning
	Receiver is connected to PC.
	The memory of the receiver is at least 90% full. Transfer your notes to the PC or delete the data.
	The pen batteries are running low and must be replaced.
	The battery in the receiver is running low and should be charged.
	The STAEDTLER Digital pen is in note mode.
	The STAEDTLER Digital pen is in mouse mode.
	Number of stored notes.

### 1.6.4 Charging the battery

The receiver features an internal rechargeable battery. No external battery is necessary. When the battery begins to run low, simply recharge the battery by connecting the receiver to your activated computer with the USB cable included in delivery.

The batteries will begin charging as soon as the device is connected to your functioning PC. The charge time totals approx. 3.5 hours.

Fully charged batteries have an operational life of approx. 15 hours.

### 1.6.5 Attaching the receiver to the paper

The following illustrations demonstrate the attachment position for your receiver.



*Notice!*

*For optimum results, it is recommended that the device be positioned centrally at the top!*

*In Windows Vista and higher, the central position at the top has been preset and cannot be changed.*

It is recommended that your receiver be attached **centrally at the top** to attain optimum results:



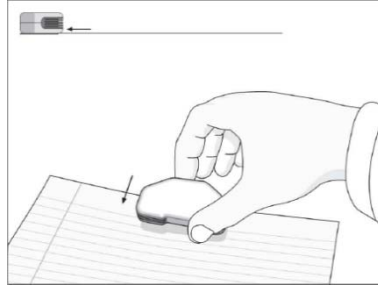


Fig. 12 Receiver positioned centrally at the top

Left-handers have the opportunity of attaching the receiver to the notepad **on the right at the top**:

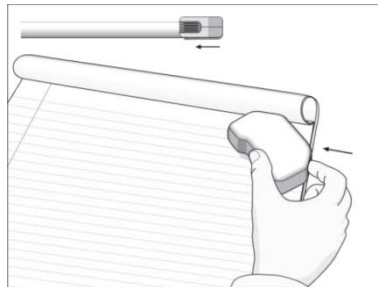


Fig. 13 Receiver positioned on the right

Right-handers can attach the receiver **on the left at the top**.

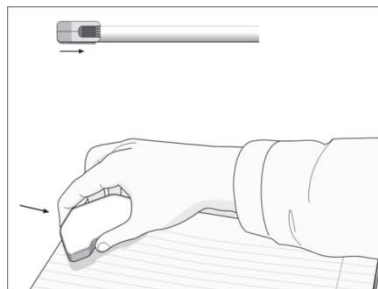


Fig. 14 Receiver positioned on the left



**Notice!**

*Do not block the signals being transmitted from the pen tip to the receiver.*

*Inclination of the STAEDTLER Digital pen to the paper should be between 45° and 90° when writing.*

*Do not hold the pen as you would a paintbrush.*

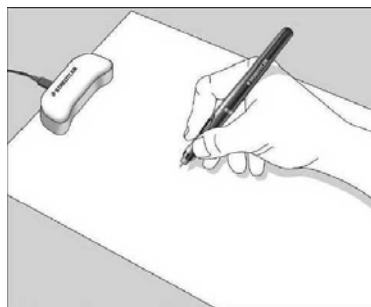


Fig. 15 Writing correctly

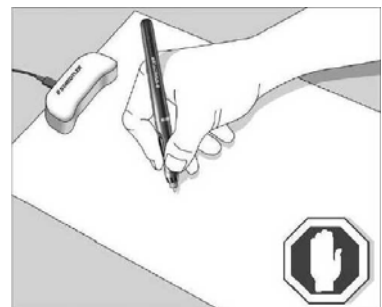


Fig. 16 Receiver obscured

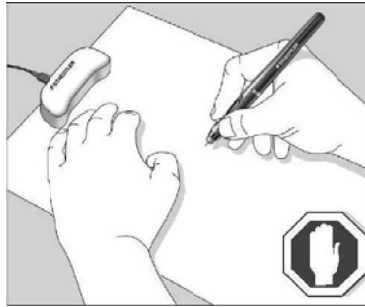


Fig. 17 Receiver obscured

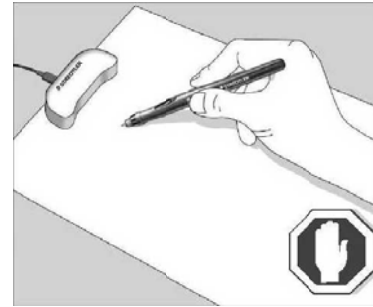


Fig. 18 Incorrect grip

### 1.6.6 Range of the receiver

The following illustrations demonstrate the range of your receiver.



Fig. 19 Range of the receiver

1. Range of receiver when positioned on the left at the top.
2. Range of receiver when positioned on the right at the top.
3. Range of receiver when positioned centrally at the top.



*Notice!*

*The paper size is DIN-A4.*

*The dotted line indicates the range for each position.*

### 1.6.7 Connection to the computer

Use the USB cable included in delivery to connect the receiver to your computer.

1. Insert the mini USB plug into the USB port of the receiver.
2. Insert the USB plug into a free USB port on your computer.

Once connection has been established to your PC, the following options become available:

- Uploading of notes from your receiver to the PC
- Working in online mode

**Attention!**

**Do NOT move or tilt the receiver when in use. Attach to the edge of the paper as shown above. Moving or tilting the device can lead to inconsistent strokes of the pen or inaccurate drawings!**



## 2 Installation for Windows (2 CDs)

### 2.1 System requirements

See chapter 1.4 System requirements

### 2.2 MyScript Studio Notes Edition

#### 2.2.1 Installation of MyScript Studio Notes Edition and My Script Ink Retriever

1. Insert the installation CD into the CD-ROM drive.

The following window opens:



Fig. 20 Installation assistant for MyScript Studio Notes Edition



**Notice!**

*The setup application should start automatically. If not, start the application manually by activating the CD-ROM directly via the drive.*

2. Click on *Next* to proceed.
3. Select the language from the pull-down menu in which the software is to be installed and click on *Next*.
4. Tick the box in front of the language(s) in which the notes are usually recorded. Then click on *Next*.
5. Read through the licensing agreement. Select the *I accept the agreement* option and click on *Next*.



**Notice!**

*If you do not accept the license agreement, it will not be possible to install the software.*

6. Click on *Next* to install the software in the folder indicated. Click on *Search* to select an alternative folder for installation.

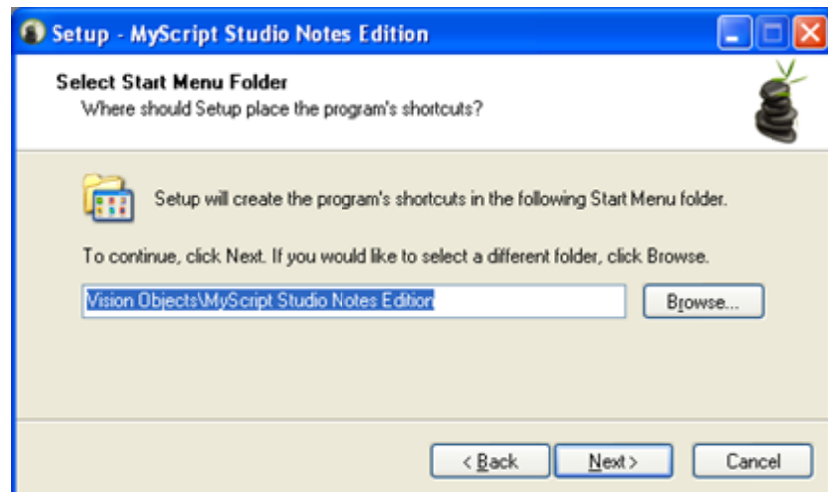


Fig. 21 Defining the folder for installation

7. Tick the *Create desktop icon* option should you wish to create an icon on your desktop. Then click on *Next*.
8. Click on the *Back* button to review or to change your settings. Click on the *Install* button to start installation of the software.

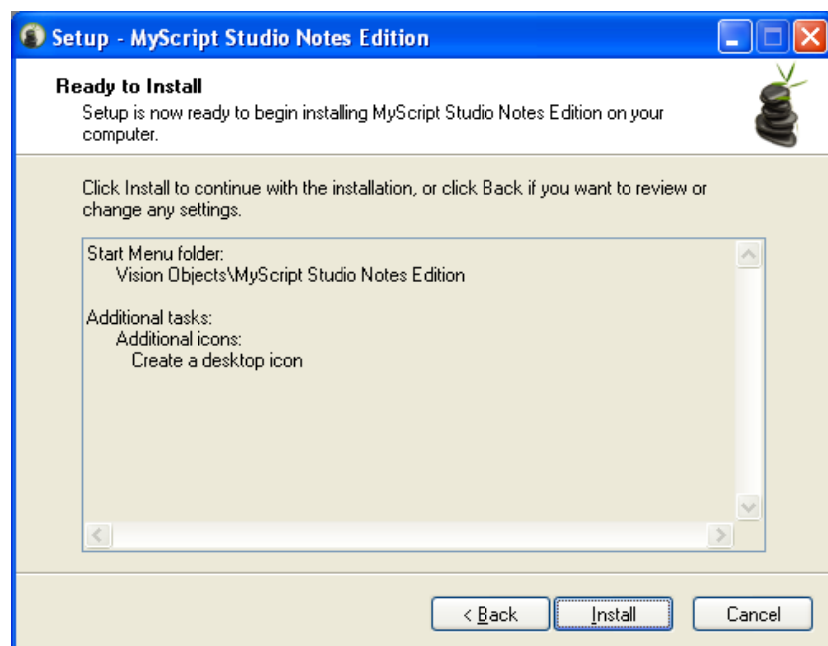


Fig. 22 Starting installation

Windows will now initiate installation. After a few seconds the setup window appears for the integrated *My Script Ink Retriever* software:



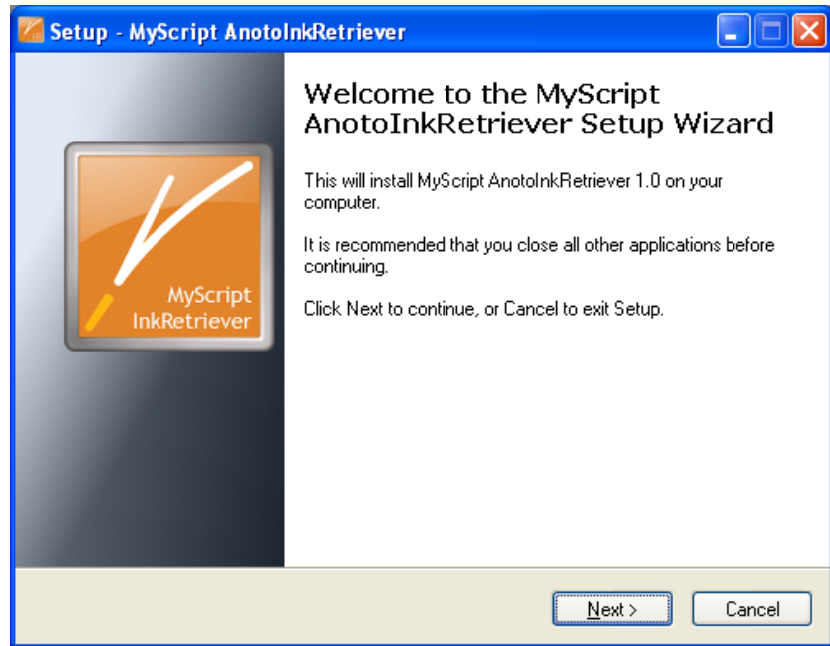


Fig. 23 Setup Assistant for My Script Ink Retriever

9. Close all active applications other than the installation and then click on *Next*.
10. Read through the licensing agreement. Select the *I accept the agreement* option and click on *Next*.



**Notice!**

*If you do not accept the license agreement, it will not be possible to install the software.*

11. Click on *Finish* to conclude the installation.

**Configuring My Script Ink Retriever**

Upon installation of the software, the following window appears on your display screen:

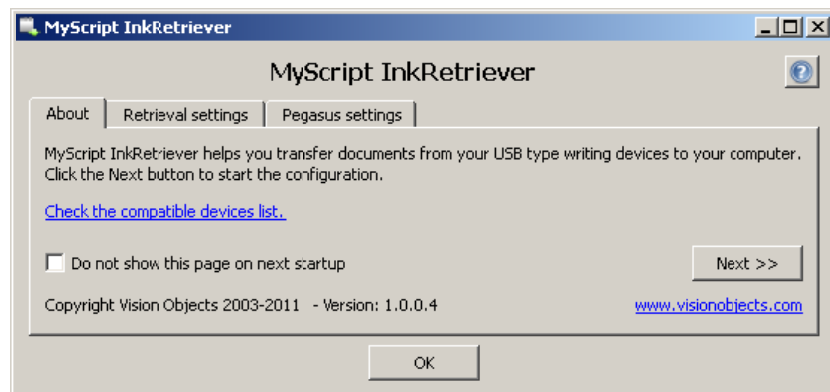


Fig. 24 Dialog box following installation

1. Perform the settings in compliance with the instructions in chapter 5.1 Configuring the upload settings.

The software must now be activated.

### 2.2.2 Activating MyScript Studio Notes Edition

1. Open the MyScript Studio Notes Edition program via the desktop icon or via the Start menu. The following window appears:



Fig. 25 Activation of MyScript Studio Notes Edition

2. To activate the application, click on the *Activate* button.

The following window asks you how you would like to carry out activation: automatically via Internet or manually via your mailbox.



Fig. 26 Selecting type of activation



*Notice!*

*We recommend using automatic activation.*

#### **Automatic activation**

1. Establish connection to the Internet.
2. Select the Automatically via Internet option.
3. Enter the activation code and click on the *Activate* button.



*Notice!*

*The activation code can be obtained from the software CD. It is not necessary to request the code by e-mail!*

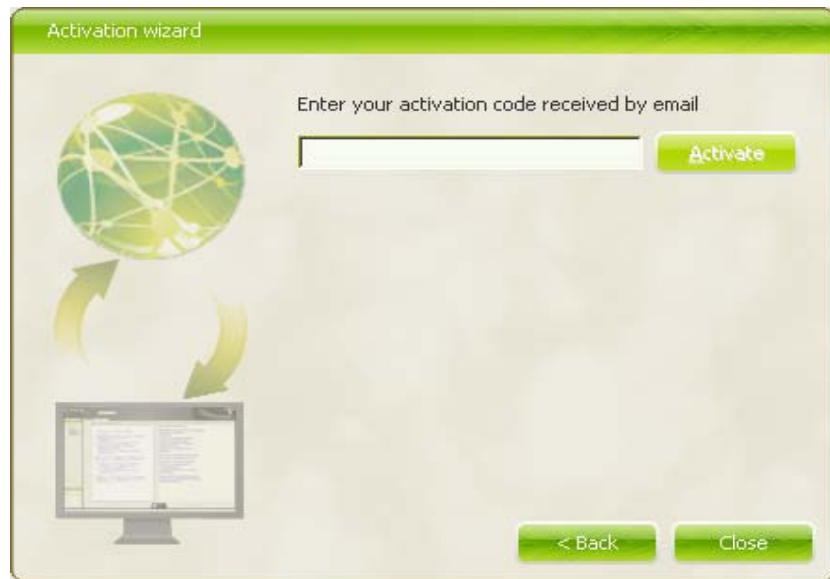


Fig. 27 Entering the activation code

Your application is now active.



**Notice!**

*No confidential information is sent!*

### Manual activation

1. Select the *Manual via your mailbox* option.
2. The following dialog box allows you to carry out two tasks:
  - *Request my activation file by e-mail*: requesting a registration code via e-mail.
  - *Use my activation file that I have already received*: carrying out activation with license file already acquired.
3. Select the *Request my activation file by e-mail* option
4. Enter the registration code, your e-mail address and your name in the text fields.

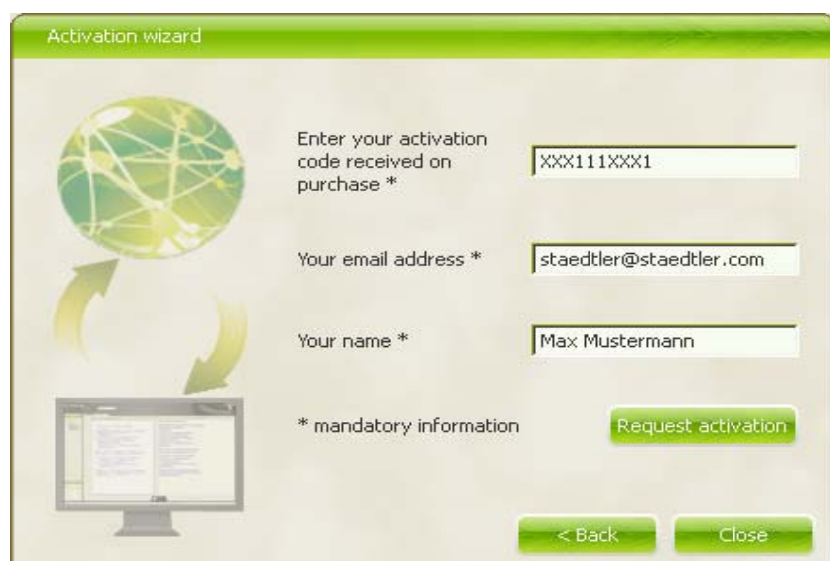


Fig. 28 Requesting the registration file



*Notice!*

*The activation code can be obtained from the software CD.*

The program automatically creates an e-mail message relaying all necessary information.

5. Click on the *Send* button.



*Notice!*

*No confidential information is sent!*

A license file will be sent to you via e-mail.

6. Store the license file onto your hard drive.

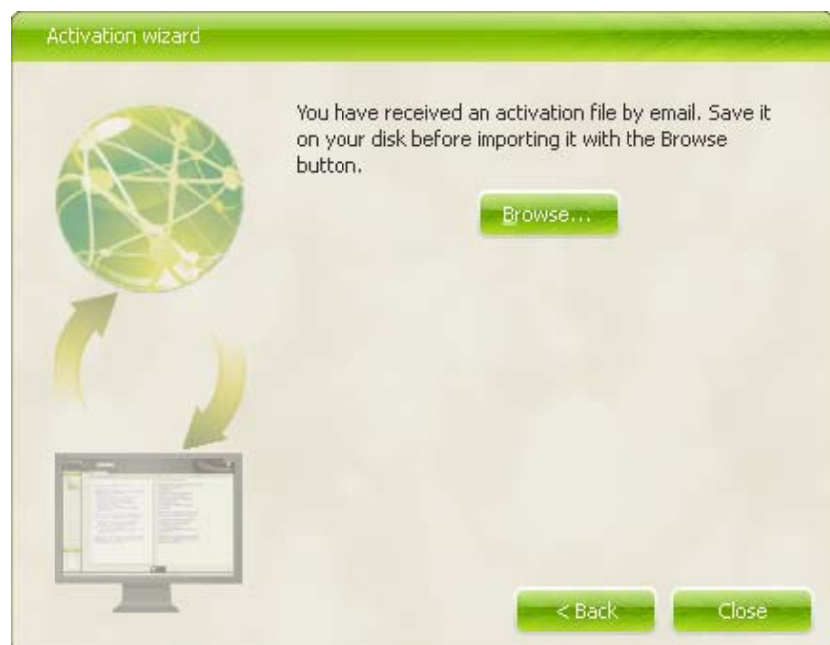
7. Repeat the activation procedure. This time, select the *Use my activation file that I have already received* option.

8. Click on *Search* and select the license file which was sent to you. Confirm your selection.



*Notice!*

*If you cannot see the stored license file during the search, select the "All files" option under "File type".*



*Fig. 29 Selecting the registration file*

Your program is now activated.



*Notice!*

*If the procedure is not completed successfully, a link will appear. This link allows you to contact MyScript Studio Notes Edition support via e-mail.*



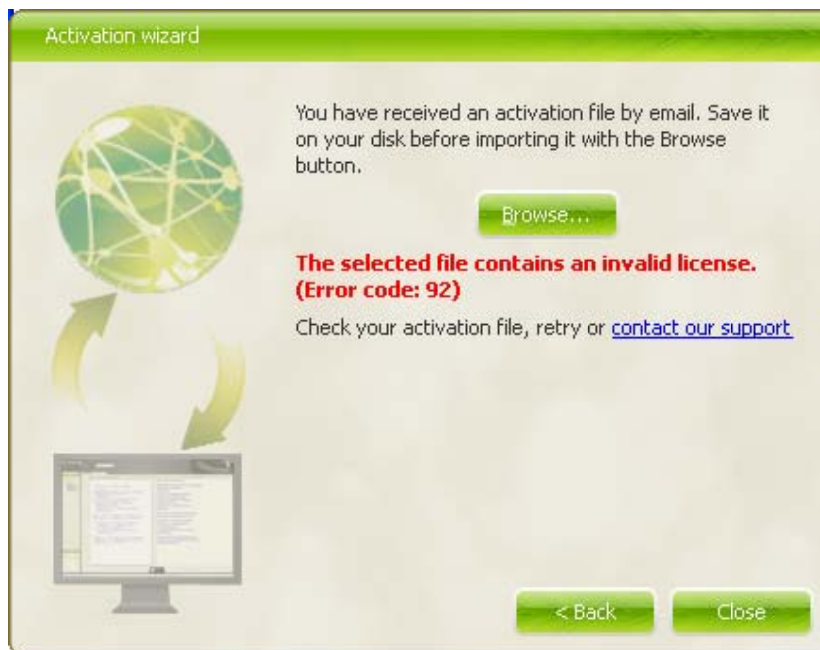


Fig. 30 Link provided following failed registration

## 2.3 Mobile Note Taker (Note Manager)

### 2.3.1 Installing Mobile Note Taker

1. Insert the installation CD into the CD-ROM drive.

The following window opens:



Fig. 31 Selecting the language



#### Notice!

*The setup application should start automatically. If not, start the application manually by activating the CD-ROM directly via the drive.*

2. Select the language in which software should be installed.
3. Click on *Next* in the following dialog box to perform the installation settings.

4. Click on *Change* to select an alternative folder for installation or click on *Next* to install the software in the folder indicated.

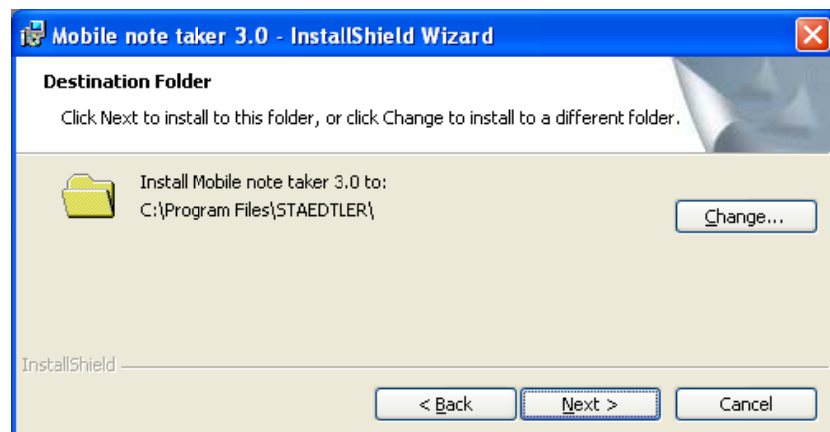


Fig. 32 Selecting folder for installation

5. Select the *Back* button to change your settings or click on *Install* to begin installation.
6. Click on the *Finish* button to conclude installation.



**Notice!**

*If you are starting the application for the first time following the installation process, a new folder with the name My Notes is created in the My Documents directory. All of your notes are stored in this directory. If no My Documents directory exists, the installation application creates a new My Documents folder on your hard drive.*

*De-installing, upgrading or re-installing of the software will not cause the notes in this directory to be deleted.*

## 3 Installation for MAC (2 CDs)

### 3.1 MyScript Studio Notes Edition

1. Installation of MyScript Studio Notes Edition and My Script Ink Retriever
2. Insert the installation CD into the CD-ROM drive.
3. Unpack the *MyScriptStudioNotesEdition-1.1.1.119-OEM-Installer.zip* file by double clicking.
4. The *MyScriptStudioNotesEdition-Installer* folder and the corresponding *MyScriptStudioNotesEdition.mpkg* installation file can be obtained under *Downloads*. Open these files by double clicking.

The following window appears:

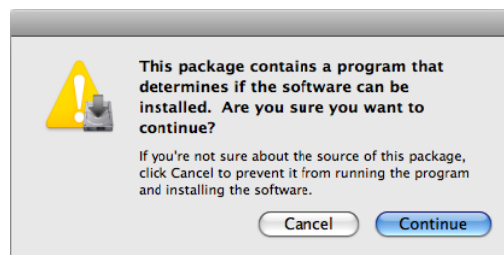


Fig. 33 Note on safety

5. Click on *Continue*. The installation assistant opens.

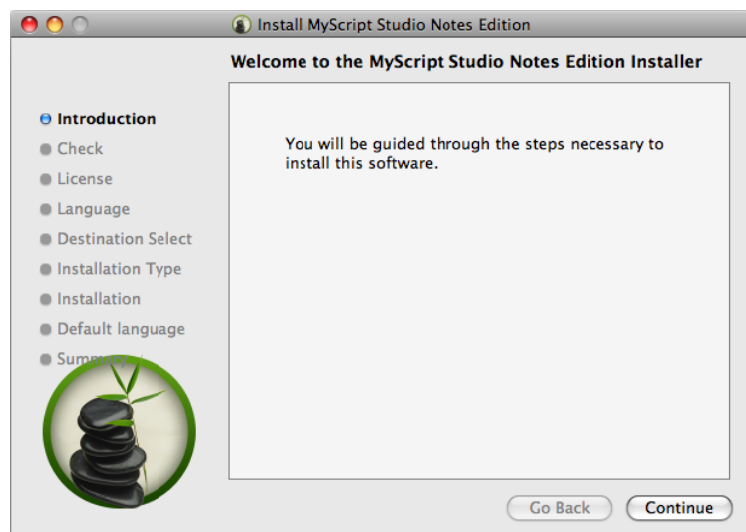


Fig. 34 Installation assistant for MyScript Studio Notes Edition



#### Notice!

*The setup application does not start automatically. Start the application manually by activating the CD-Rom directly via the drive.*

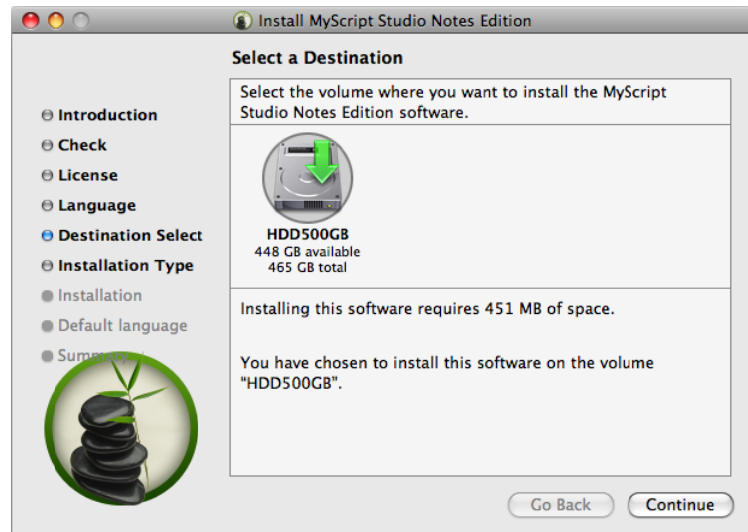
6. Click repeatedly on *Continue*.
7. Read through the license agreement and click on *Accept*.



*Notice!*

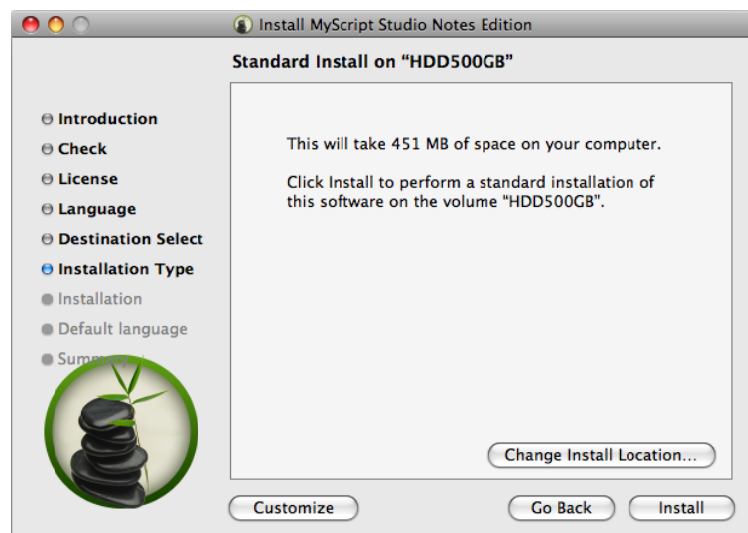
*If you do not accept the license agreement, it will not be possible to install the software.*

8. Select the language in which the software should be installed from the pull-down menu. Then click on *Continue*.
9. Click on the hard drive icon and then click on *Continue*.



*Fig. 35 Defining the installation location*

10. Click on *Install*.



*Fig. 36 Start installation*

11. Enter your user name and your password and click on *OK*.



Fig. 37 Security question



Fig. 38 Driver software My Script Ink Retriever

12. Select your standard language from the pull-down menu and then click on *Continue*.

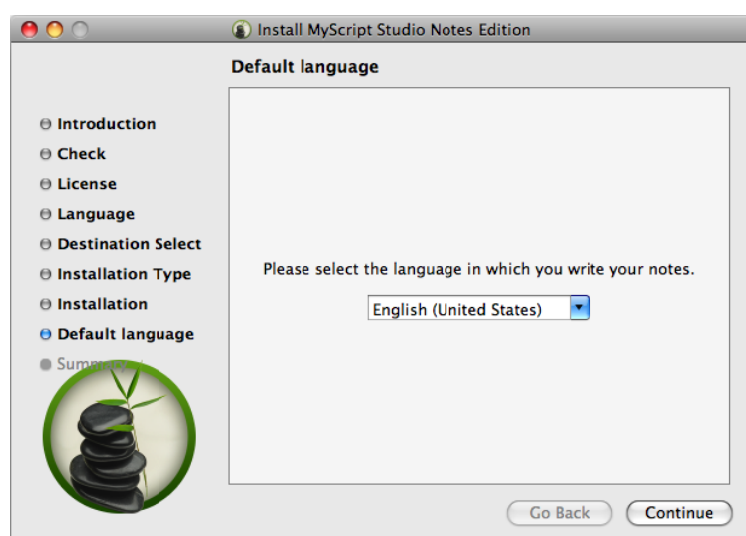


Fig. 39 Selecting the standard language

13. Installation concluded successfully

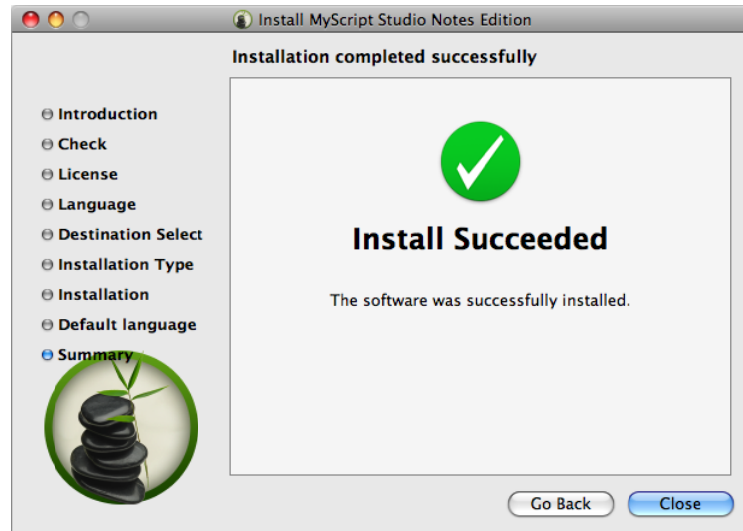


Fig. 40 Installation concluded

### 3.1.1 Activating MyScript Studio Notes Edition

1. Open the MyScript Studio Notes Edition application under Programs. The following window appears:



Fig. 41 Activation of MyScript Studio Notes Edition

2. Click on the *Activate* button to activate the program.
3. Select in the following window how you would like to carry out activation: automatically via Internet or manually via your mailbox.



Fig. 42 Selecting type of activation





**Notice!**

*We recommend automatic activation.*

### Automatic activation

1. Establish connection to the Internet.
2. Select the *Automatically via Internet* option.
3. Enter the activation code and click on the *Activate* button.



**Notice!**

*The activation code can be obtained from the software CD. It is not necessary to request the code via e-mail!*

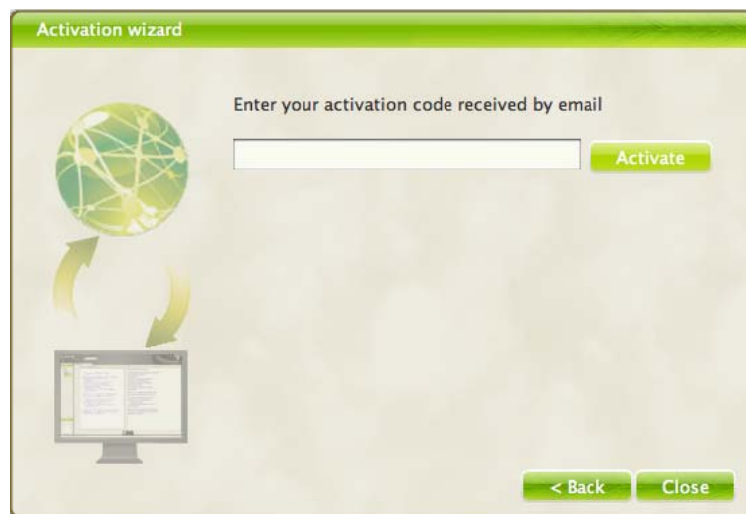


Fig. 43 Entering the activation code

Your program is now active.



**Notice!**

*No confidential information is sent!*

### Manual activation

1. Select the *Manually via your mailbox* option.
2. The following dialog box allows you to perform two tasks:
  - *Request my activation file by e-mail*: requesting a registration code via e-mail.
  - *Use my activation file that I have already received*: carrying out activation with license file already acquired.
3. Select the *Request my activation file by e-mail* option
4. Enter the registration code, your e-mail address and your name in the text fields.



Fig. 44 Requesting the registration file



**Notice!**

*The activation code can be obtained from the software CD.*

The program creates an e-mail message automatically with all information required to create your license.

5. Click on the *Send* button to send the request message.



**Notice!**

*No confidential information is sent!*

A license file will be sent to you via e-mail.

6. Store the license file onto your hard drive.
7. Repeat the activation procedure. This time, select the *Use my activation file that I have already received* option.
8. Click on *Search* and select the license file which was sent to you. Confirm your selection.

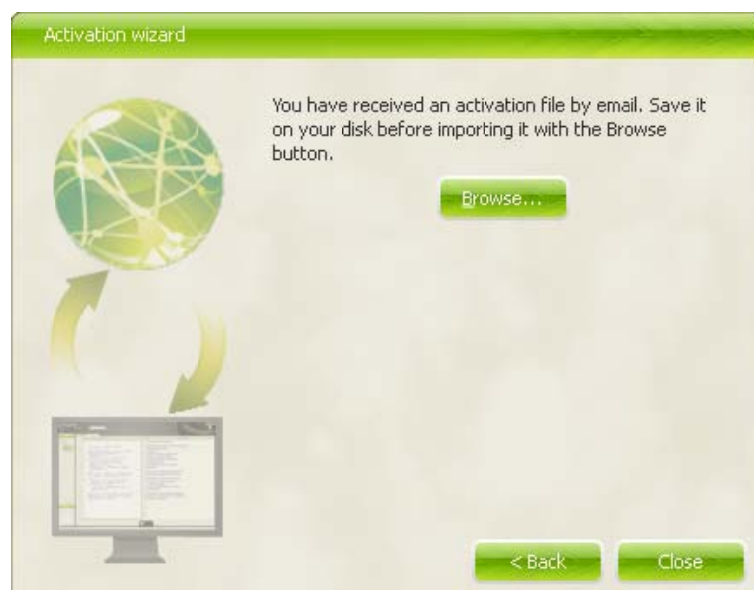


Fig. 45 Selecting the registration file

Your program is now activated.



**Notice!**

*If the procedure is not completed successfully, a link will appear. This link allows you to contact our support team via e-mail.*

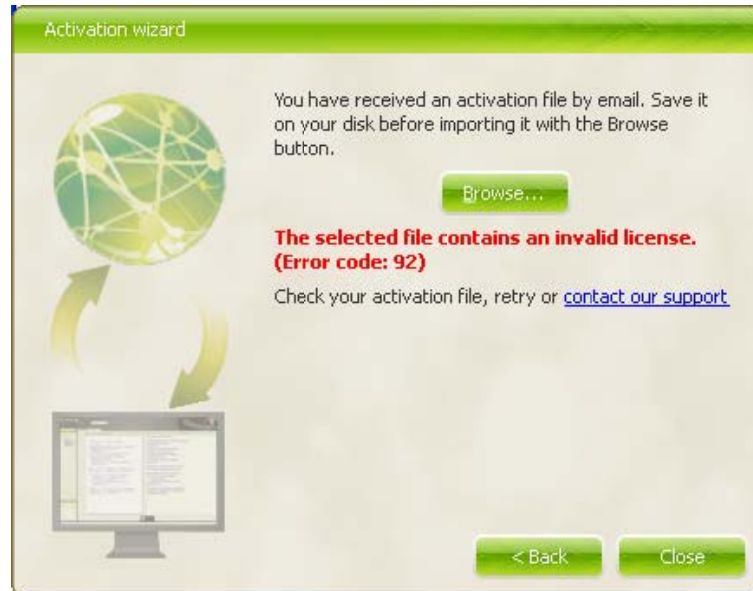


Fig. 46 Link provided following failed registration

## 3.2 Note Taker (Note Manager)

### 3.2.1 Installing Note Taker

1. Insert the installation CD into the CD-ROM drive.
2. Initiate installation of the Note Taker by double clicking on the Note Taker.pkg file.

The following window opens:

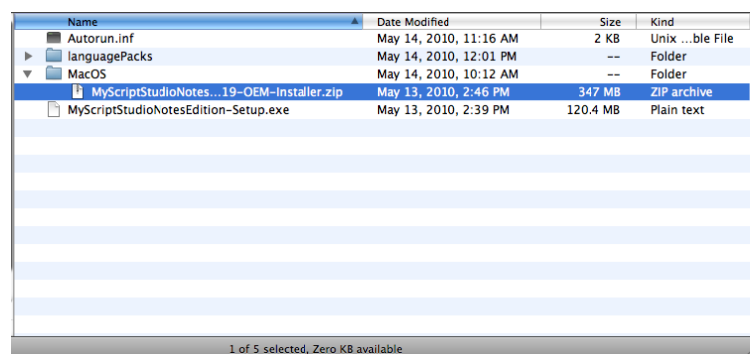


Fig. 47 Directory

3. Click on *Continue* in the following dialog box to perform the installation settings.

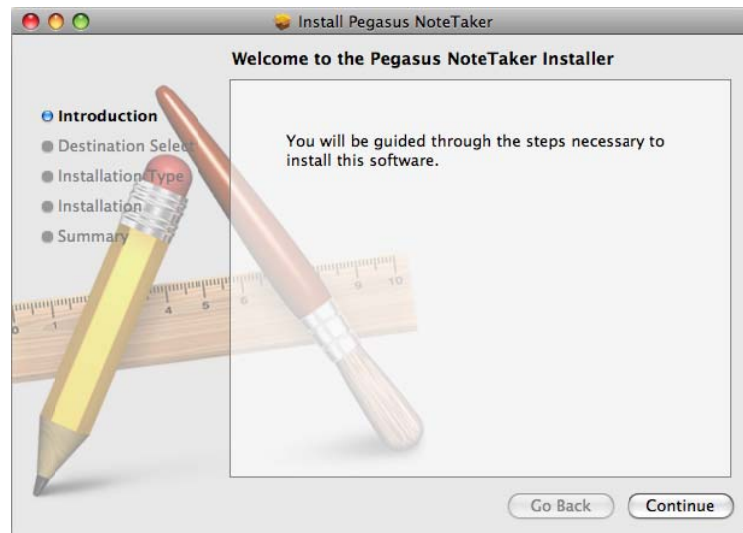


Fig. 48 Installation

4. Select a target drive and click on *Continue*.

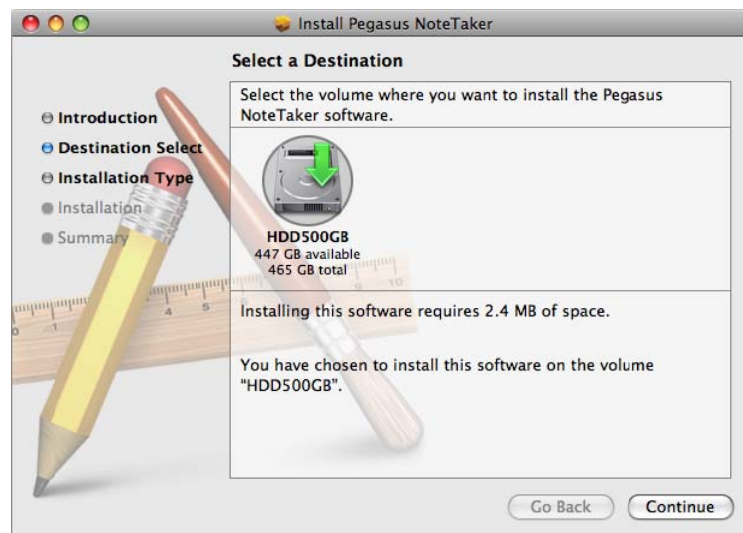


Fig. 49 Target drive

5. Click on *Install* to install the software.

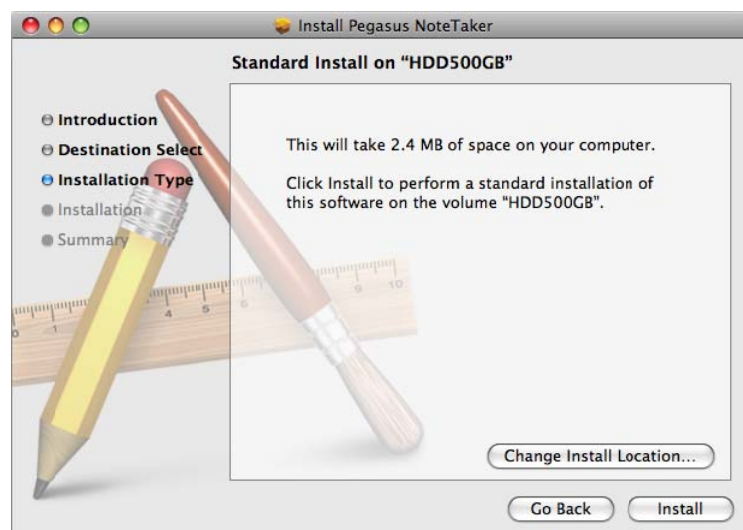


Fig. 50 Installation

6. It is possible following installation to change the destination path by clicking on *Change location for installation...* and then specifying the new destination path.

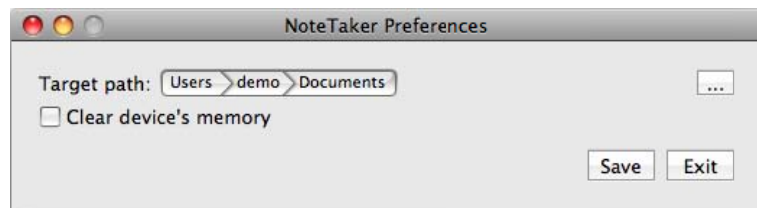


Fig. 51 Destination path



**Notice!**

*De-installing, upgrading or re-installing of the software will not cause the notes in this directory to be deleted.*

## 4 Creating notes



The STAEDTLER Digital pen offers two operating modes to create handwritten notes and sketches. The offline mode and the online mode.

*Notice!*

*Before commencing operation with the STAEDTLER Digital pen, ensure that the pen is equipped with a refill and batteries.*

*The mouse button on the pen casing does NOT have to be pressed during the writing process. This is only required for mouse functions.*

*For optimum, flawless operation, we recommend using a smooth and sturdy underlay!*

### 4.1 Offline mode

The offline mode allows you to record and store important notes in meetings, conferences or lectures.

1. Hold the function button on the receiver pressed for approx. 5 seconds to switch on the device.
2. Open the clip on the back and attach the receiver to the paper.



*Notice!*

*If working with operating system Windows Vista or higher, attach the receiver centrally at the top. Selection of the attachment function is not supported here!*

3. Take the digital pen and commence writing.



Fig. 52 Writing in offline mode



*Notice!*

*Grip the pen in such a way that the signals transmitted from the pen tip to the receiver do not become blocked.*

4. Once you have finished writing your note, press the function button briefly to store the current page and / or to begin a new page. Following storage, the display screen of the receiver indicates that the number of pages has increased by one.

All notes are stored in the receiver. These notes can be uploaded onto your PC for viewing, for editing or for sending via e-mail (see chap. 4.3 Uploading notes onto the computer).



## 4.2 Online mode

In online mode, it is possible to upload notes onto your PC from the receiver, write notes or to create sketches using the digital pen.

Moreover, the STAEDTLER Digital pen can be used as a mouse in online mode. Special functions which can only be used in online mode are also available. These functions are described in detail in the following sections.

Before connecting the device to your PC, ensure that the software included in delivery (MyScript Studio Notes Edition and Mobile Note Taker) is installed. Launch this software.



### Notice!

*Installation of the software included in delivery "Mobile Note Taker" is a minimum requirement for implementation of the Online function.*



Fig. 53 Writing in online mode



### Notice!

*We highly recommend placing the STAEDTLER Digital pen in the position represented when not in use to avoid any conflict with the mouse.*



Fig. 54 STAEDTLER Digital pen when not in use

If the pen remains inactive, the receiver shuts down automatically after approx. 60 minutes. Your note, however, will be stored.

Push the button on the receiver to quit power saving mode.



### Attention!

**Do not connect more than one receiver at any given time. The devices could interfere with one another.**

### 4.2.1 Functions of the STAEDTLER Digital pens

The digital pen supports a note mode and a mouse mode.

The standard mode can be set in 2 different ways:

- With initial start of the Mobile Note Taker application or
- via the Mobile Note Taker *Configuration* menu ("set digital note mode").

When in use, it is possible to alternate the respective mode between different types:

- Press the function button briefly on the receiver.
- Right-click on the Mobile Note Taker taskbar icon.
- Tap on the virtual area with your pen.

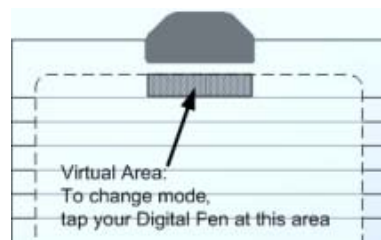


Fig. 55 Virtual area



**Notice!**

Following each mode change, a speech bubble with information regarding the current mode appears and the affiliated LED lights up.

**MAC information**

Changeover between the different modes results automatically for the MAC. The mouse mode becomes active as soon as the cursor is drawn over a menu. If writing is initiated over a "free" field on the desktop, an ink well window displaying the text is opened automatically. This text is converted automatically and inserted into an active text field of an application document (e.g. Indesign).

**Note mode**

Note mode allows the entry of sketches and notes to be observed simultaneously on the display screen.

As soon as you write or sketch something with your digital pen, a virtual note sheet appears on your display screen.

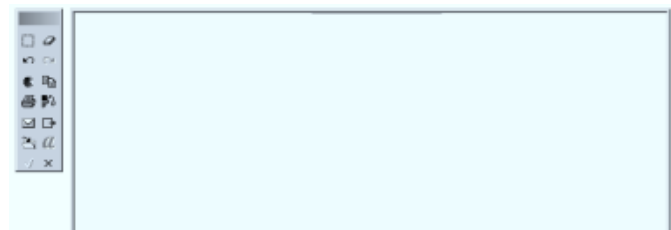


Fig. 56 Note window

This note sheet replicates anything which is written on actual paper attached to the receiver. The note window toolbar allows you to execute various basic functions such as storage, editing, sending via e-mail or the copying of notes.

Once the notes have been stored, they can be subsequently edited in the Note Manager.

#### Notice!

*Ensure that the line of sight between pen and receiver does not become blocked during the writing process. The digital pen will not function correctly if the line of sight is not clear.*

### Mouse mode

In mouse mode, the STAEDTLER Digital pen behaves like a regular mouse.

To initiate the cursor function, press the button on the side of the STAEDTLER Digital pen or tap lightly on the paper with the pen. The pen will now function as a cursor for approx. 30 seconds.

#### Notice!

*To activate the mouse mode, ensure that the receiver is not already in mouse mode and then press the button on the receiver once briefly in online mode. It is not necessary to hold the pen button down!*

Move the pen across the paper to move the cursor.

- To click on an object, point the cursor at the respective icon and tap on the paper with the pen or press the button on the side of the pen.
- To double-click, point the cursor at the target object and tap twice on the paper with the pen or press the button on the side of the pen twice.
- To perform a right-click, point the cursor at the object and hold the pen tip pressed on the paper. Alternatively, press the button on the side of the pen for approx. 2 seconds. A special "Right-click cursor" appears.

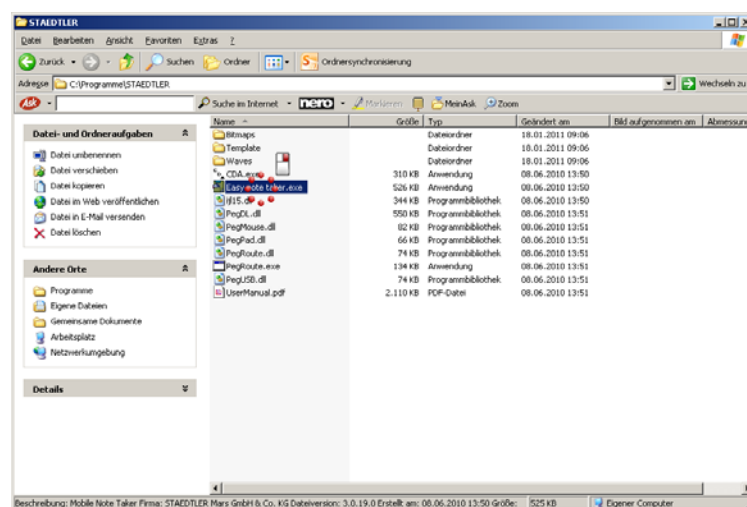


Fig. 57 Right-click cursor

Lift the pen tip from the paper. The regular "Right-click menu" appears and the desired function can be selected.

#### 4.2.2 Using the STAEDTLER Digital pen in Windows Vista Ink applications

The STAEDTLER Digital pen allows the utilization of Windows Vista Ink applications such as Journal or Short notes, for example, or to add Ink-notes in Office 2007 applications.



*Notice!*

*The receiver of the STAEDTLER Digital pen must be connected to the PC in order to be able to execute these functions.*

##### Using the STAEDTLER Digital pen in Journal

1. Select the mouse mode.
2. Start up Windows Journal.
3. Begin writing on the paper while at the same time observing the display screen.
4. Various functions such as *Highlight text with Lasso* or *Recognition* can be utilized here. Furthermore, you also have the opportunity to delete or highlight text etc.

##### Using the STAEDTLER Digital pen in MS Word 2007

1. Open a Microsoft Word 2007 document.
2. Click on *Start freehand input* in the *Check* menu.
3. Select the red pen from the writing instrument toolbar. Various ink options now become available to you. It is possible for example to write or to provide pieces with comments.
4. Click on the blue pen on the yellow note in the writing implement toolbar (ink comment). A speech bubble opens on the right-hand side which can be used for your handwritten comments.

##### Using the Tablet PC entry field in Office applications (available for Windows Vista and higher)

A tablet PC entry field is featured in every Office application on the left-hand pane of the display screen. Only the edge is visible.

1. Tap on the edge of the tablet PC entry field. It now appears fully on the display screen.
2. Write some sentences or individual letters. Your handwriting is recognized automatically: word for word or letter for letter.



*Notice!*

*In the event that the mouse ceases to respond, tap the pen once on the paper. This will awaken the program from sleep mode.*

### 4.3 Uploading notes onto the computer

Your notes can be uploaded from the receiver onto the PC in online mode using the software. Ensure beforehand that the software is installed and that your receiver is connected to the USB port of your PC with the affiliated USB cable.

The following symbol appears on the LCD of your receiver throughout the USB connection.



*Fig. 58 USB connection*

#### **4.3.1 Uploading notes with MyScript Studio Notes Edition**

See chapter 5.1 Configuring the upload settings

#### **4.3.2 Uploading notes with Mobile Note Taker**

See chapter 6.3 Uploading notes onto the PC

## 5 Editing notes with MyScript Studio Notes Edition

This program is a fully-digital note suite which allows you complete freedom as regards your handwritten notes.

Additionally, Mobile Note Taker can be used to export your notes to the MyScript Studio Notes Edition character recognition engine.


This software allows you to:

- View, manage and highlight your notes,
- Search text in your original note files,
- Convert your handwriting, shapes and tables in digital text with outstanding accuracy,
- Edit converted digital text directly in the program window,
- Send the final results to Microsoft Word or other text editing programs in a text file or to your standard e-mail application.

### 5.1 Configuring the upload settings

The ink retrieval settings are displayed the first time the MyScript Studio Notes Edition application is activated and then each time Windows is started. The latter only applies, however, if the *Do not show this page on next startup* option remains deactivated.

If the program window for configuring the note import is not opened automatically, you have the option of opening it manually.

1. Open the menu of the My Script Ink Retriever by right-clicking on the toolbar icon .
2. Select the *Configure* option.

#### 5.1.1 "About" tab

Click on the link *Checking the list for compatible devices* in the *About* tab in dialog box *My Script Ink Retriever* to obtain a list of supported devices.

Select the *Do not display this page upon next startup* option if the dialog box should not be opened upon next startup of the MyScript Studio Notes Edition software.



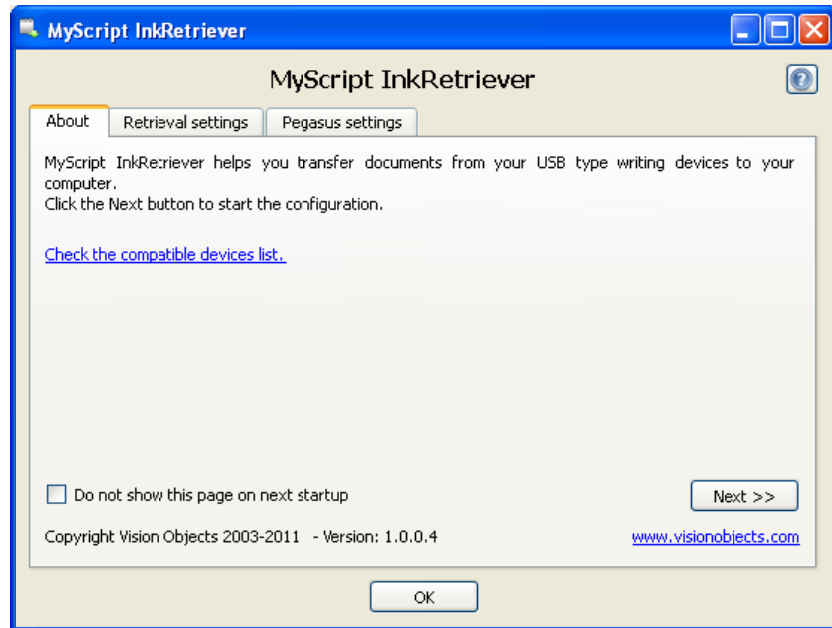


Fig. 59 Ink retrieval settings dialog box (About tab)

### 5.1.2 "Retrieval settings" tab

Select the folder in the *Retrieval settings* tab into which the notes from your receiver are to be stored.

1. Click on *Browse* to select a folder.
2. Next, you must decide how the files are to be downloaded.
  - Choose whether all files featuring identical names within the folder are to be overwritten.
  - Choose whether the notes are to be retained on the device or whether you would like to delete the device memory after downloading.
  - Choose whether MyScript Studio Notes Edition is to search through and check each connected USB device for the presence of "digital inks".

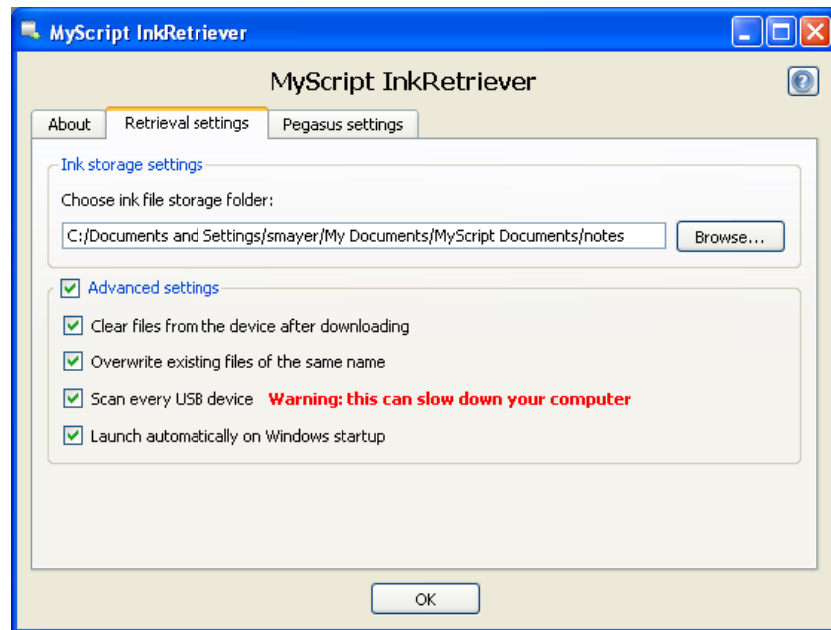


Fig. 60 Retrieval settings dialog box



**Notice!**

*If this option is activated, all new USB devices are searched. This process can take some considerable time when searching devices featuring greater capacities.*

We recommend that the *Start automatically on startup of Windows* option remains activated in order that file monitoring can be initiated without intervention.

### 5.1.3 "Pegasus settings" tab

The STAEDTLER Digital pen is detected as soon as utilization is initiated. The *Pegasus settings* tab is displayed to manage the retrieval of notes.

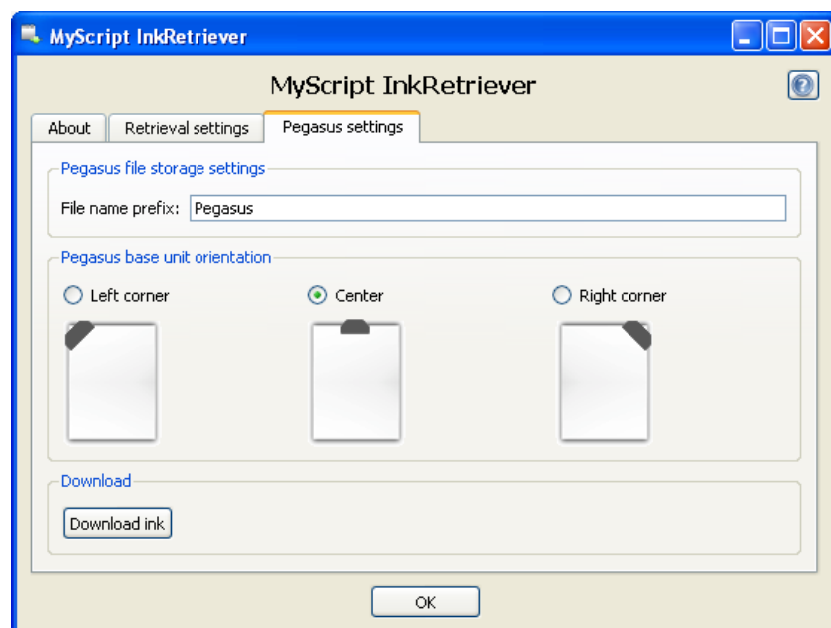


Fig. 61 Ink retrieval settings dialog box (*Pegasus settings* tab)

1. Enter a file name prefix in the Pegasus settings tab so that the notes on your STAEDTLER Digital pen are more readily recognized.
2. It is essential that you specify the location in which the receiver is attached to the paper, otherwise an incorrect representation of the notes could occur.



**Notice!**

*Selection of the attachment position is not supported higher than Windows Vista. A central position at the top will always be assumed.*

*If an incorrect position is specified here, your notes will be displayed skewed on the PC!*

3. Should you wish to transfer the ink files onto your computer, click on the *Download ink* button.
4. Then click on *OK*.

## 5.2 Preferences

It is possible to define preferences which will influence standard application characteristics for certain elements.

To open the *Preferences* dialog box, click on the  button.

### 5.2.1 "General" tab

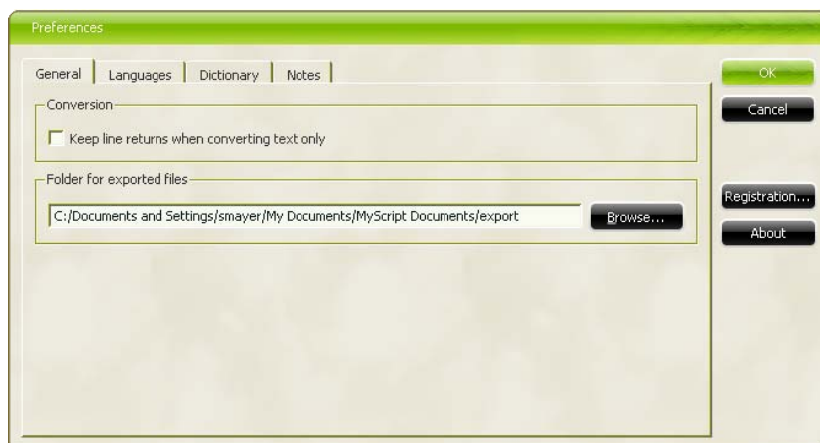


Fig. 62 Preferences dialog box (General tab)

- Should you wish to retain fixed lines with the original line breaks within your handwritten text, activate the *Keep line returns when converting text only* option. This option only applies to segments featuring text only conversions (no shapes or drawings).
- You can specify the respective location in which all converted files are stored following export. Enter the file path in the *Folder for exported files* segment or click on the *Browse* button to select a folder.

### 5.2.2 "Languages" tab

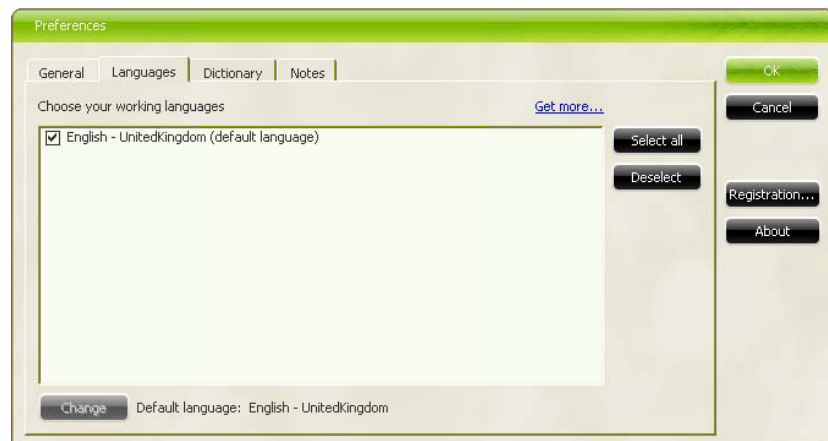


Fig. 63 Preferences dialog box (Languages tab)

- Select the language required for you to work within the program.
- Use the *Select all* and *Deselect* buttons wherever the list is too long.
- In the event that you would like to change the standard language being used for the search and recognition, select the respective language from the list and then click on the *Change* button.



*Notice!*

*Click on the [Get more](#) link to obtain additional languages.*

### 5.2.3 "Notes" tab

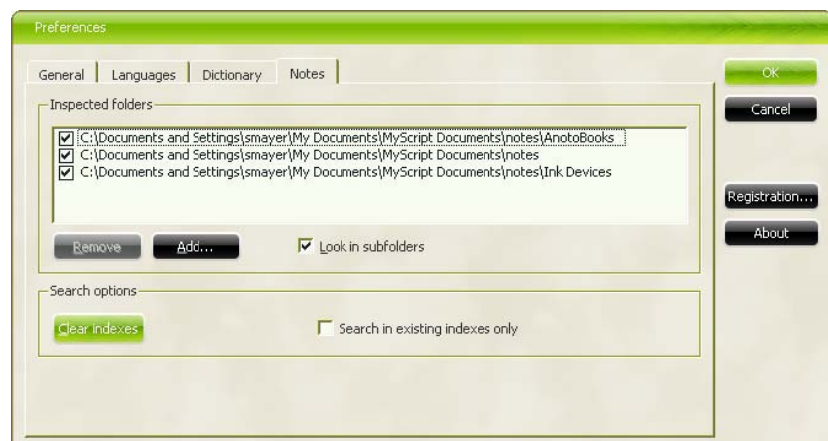


Fig. 64 Preferences dialog box (Notes tab)

For the note management functions, your program inspects certain folders and automatically inserts new notes displayed in these defined note folders.

- Click on the *Add* button to select a folder in which any handwritten documents are to be stored.
- To temporarily halt inspection of a folder, it can simply be deactivated. To remove the folder permanently from the list, click on the folder and select the *Remove* button.

- Select the *Look in sub-folders* option to incorporate the content of other sub-folders into your defined note folders.
- Select the *Search in existing indexes only* option if you have recently filed a large amount of newly handwritten notes on your disk but would now like to search through previously existing documents only.



**Notice!**

*During this search, new documents which would normally be included for a regular search are ignored. Indexing, which could potentially take some considerable time, continues running in the background: this option is practical in cases where you do not have the time to wait for the indexing of new notices.*

- Once all changes have been made, click on **OK** to confirm your changes.

## 5.3 User interface

### 5.3.1 Window

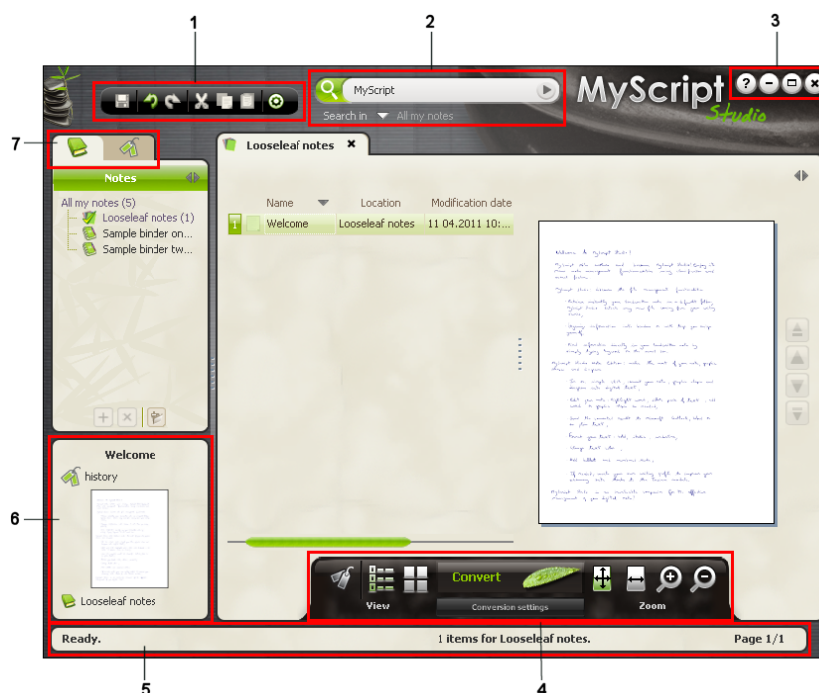


Fig. 65 User interface

Functions for general actions and opening of the preferences are provided in the standard toolbar (1).

The search panel (2), into which key words can be entered to search for your notes, is also featured in the upper edge of the window.

A list of notes for a tag, a binder, a book, an open document or search results etc. is displayed in an individual tab for each category.

Buttons for closing, minimizing and maximizing the window, as well as for displaying the help files, are featured in the upper right-hand corner of the window (3).

The control panel (4) featuring an array of diverse functions is situated on the lower edge of the working area (selection of the function will vary depending on the respective task being executed.)

The status bar (5) can be viewed on the lower edge of the display screen. This relays information regarding the task currently being executed, or provides assistance by pointing the cursor directly at a function button.

Information regarding the notes currently being displayed in the main field can be viewed in the bottom left-hand pane (6).

The tab for opening the note hierarchy (7), arranged in accordance with binders or tags, is displayed in the left-hand pane.



*Notice!*

*No menu bar is featured within the application. Use the functions and/or context menus (by right-clicking with the mouse) for all tasks.*

### 5.3.2 Shortcuts

As the program window does not feature any actual menus, it proves practical to provide a list of essential, executable actions and their shortcut keys.

**For the note management view:**

Create new document	Ctrl - N
Open document on the disk	Ctrl - O
Store current document	Ctrl - S
Close current document	Ctrl - F4
Undo last action	Ctrl - Z
Re-establish previously undone action	Ctrl - Y
Copy selection of notes	Ctrl - C
Cut selection of notes	Ctrl - X
Paste selection of notes	Ctrl - V
Delete selection	Del
Insert bold print to text	Ctrl - B
Insert italic face to text	Ctrl - I
Insert underlining to text	Ctrl - U
Print ink document	Ctrl - P

#### For document navigation:

Zoom in	Ctrl - +
Zoom out	Ctrl - -
Go to beginning of document	Ctrl - Pos1
Go to end of document	Ctrl - End
Go to next page	PAGE DOWN


## 5.4 Managing notes

### 5.4.1 Importing notes

Regularly used note folders can be fixed in the preferences folder (see chap. 5.2 Preferences). All notes filed in these folders are displayed automatically in the MyScript Studio Notes Edition application.

### 5.4.2 Opening a note

Should you wish to open an existing file with handwritten notes:

- Double-click on a document in the note management view or right-click on the document and select *Open*.
- Or use the  button to import a file from the disk. Then double-click on the actual file.







*Notice!*

*It is also possible to use the Ctrl - O shortcut key.*

### 5.4.3 Navigation within a note

If your document contains several pages, it is possible to navigate from page to page.

- Go to first page: click on the  button alongside the document or use the shortcut key Ctrl - Pos1.
- Go to last page: click on the  button or use the shortcut key Ctrl - End.
- Browse forwards: click on  as many times as is necessary or use the PAGE DOWN key.
- Browse backwards: click on  or use the PAGE UP key.



#### 5.4.4 Display of notes in accordance with destination path




All incoming documents are filed in the note ring binder as standard. A new standard destination path can be defined by right-clicking on the respective binder and selecting the *Define as standard binder* option. All new documents will now be stored automatically in this location.



*Notice!*

*The display does not function as a File Explorer. For example, it is not possible to create a new folder on your computer.*



You can, however, file notes and various binders and store in accordance with subject, date, type etc.

- Begin by clicking on the  tab in the left-hand pane.
- Should you wish to display all notes, click on the  tab on *All my notes*.
- To display notes stored in a specific folder, click on the  tab on the symbol for this folder.



*Notice!*

*Any given document may only be stored in one folder.*

- Should you wish to store a document in a specific binder, drag the document from the list into the desired binder.
- If notes which are not present in note folders defined by you are featured on your disk, e.g. notes received via e-mail, import these notes onto the  tab.
  - Click on the folder into which you would like to import the notes
  - and click on the  button



*Notice!*

*Files can be imported in the \*.notes format.*

#### 5.4.5 Exporting notes

MyScript Studio Notes Edition can export the notes as:

- An attachment in a new e-mail message
- An image file in numerous formats

##### Attaching the note to an e-mail


Click beneath the handwritten document in the control panel on the




button.

The entire note is converted into JPG and NOTES files. These are forwarded as an attachment in a new e-mail to your standard e-mail client.


#### Exporting as an image file



1. Click beneath the handwritten document in the control panel on the  button.
2. Open the *File type* drop-down list in the displayed dialog box and select an image format.
3. Select the file destination path and file name and click on *Save* or press the Enter key.

#### 5.4.6 Printing notes

1. Open the respective document.
2. Click on the  button beneath the note to initiate printing.

#### 5.4.7 Adding / deleting folders

Binders facilitate organization of your notes. They manage the notes in the left-hand pane in the  tab.

- To add a new binder in the left-hand pane, click on the  button or right-click on the window section and select the *Create folder* option.
- Should you wish to delete a binder, select the respective binder and click on the  button in the window section. It is also possible to right-click on the binder and then select the *Delete binder* option. You will be requested to confirm the delete action.






#### Notice!

*When a binder is deleted, all notes incorporated within are deleted and removed completely from your disk. If necessary, move your notes to another binder before deleting the original binder.*

#### 5.4.8 Managing tags

Tagging allows you to identify your notes using your own personal key words. This will help facilitate sorting and searching of your notes. Your notes can thus be viewed thematically in the note management view in accordance with your own personal criteria. Create your tags to comply with key word or subject and color. You can then organize your notes by assigning them a tag or several tags.



- Begin by clicking on  in the left-hand pane.
- Should you wish to view all notes (both those tagged, as well as those without tags), click on *All my notes* in the  window section.
- To display notes assigned a specific tag, click on the name of the tag in the  window section.

*Notice!*

*Any given document may feature more than one tag.*

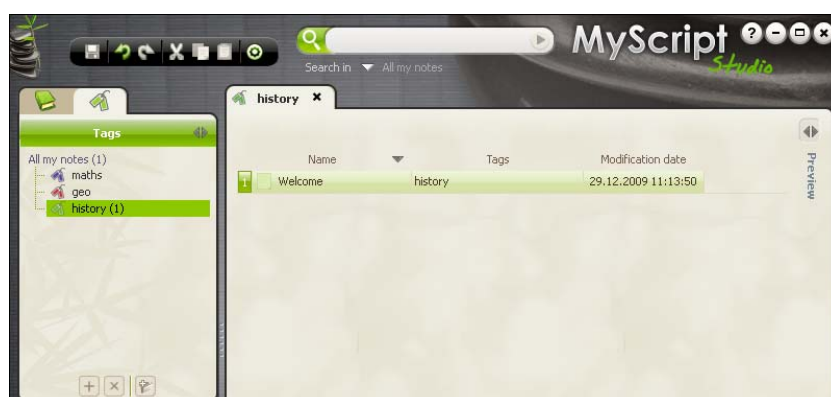




Fig. 66 Displaying notes in accordance with tags

### Tagging a document

- To tag a document, drag the document onto the desired tag on the  tab.
- Or click on the  button to open a dialog box in which the tags can be selected.

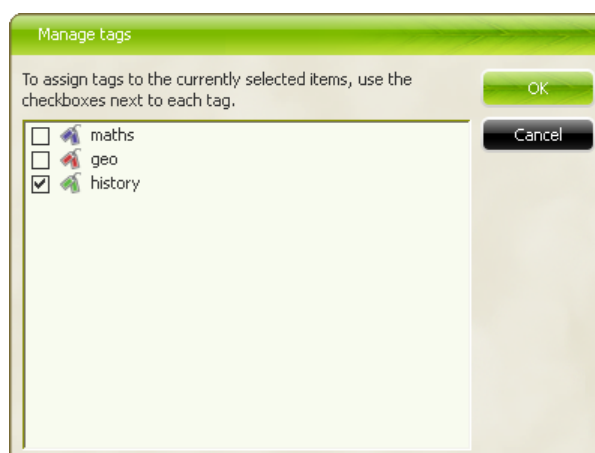


Fig. 67 Tags dialog box

- Or right-click on the document and select *Tag selected item* to open the same dialog box.



### Removing a tag

- Should you wish to remove assignment of a tag from a document, right-click on the respective document and select *Delete tag*.

*Notice!*

*Deleting the tag will not delete the file itself! Only the tag will be removed from this document.*

### Creating a tag



- To create a new tag in your list, click on the lower edge of the  tab on the  button.



Fig. 68 Creating tags

- The tags feature a standard name and a standard color. Right-click on the tag to change their color, to rename them or to perform other actions:

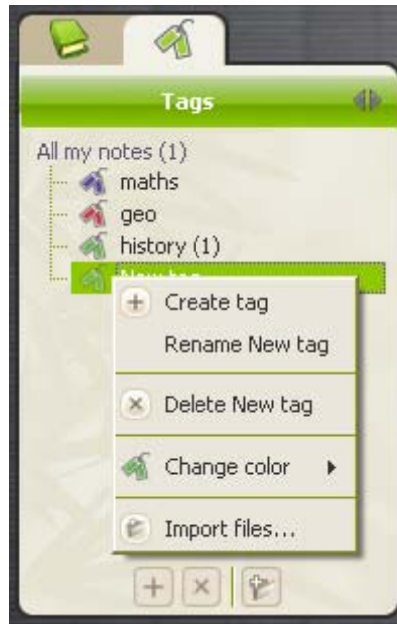





Fig. 69 Modifying the tags

In the  view, colored symbols indicate which tags have been added to each document. If several tags use the same color, only one symbol is displayed with this color. Tags are also displayed in the information section wherever a document is selected in any given view.

#### Deleting a tag

- Should you wish to delete one or more tags, select the respective tag(s) and click on the lower edge of the  tab on the  button.
- A warning is displayed requesting you to confirm deleting of the tags with **OK**. The tags are removed from the hierarchy and all allocated documents.



#### 5.4.9 Searching through notes

Enter your search word / search words into the search field








. If more than one word is entered, the system will search for all notes containing any one of the respective words. To search for a specific wording, enter the text in quotation marks.

You must now specify the location where the search is to be undertaken:

- Should you wish to search through **all notes**, click on the  button beneath the search field and select *All my notes*.
- If the search is to be carried out in **specific notes**, activate the  tab in the left-hand pane and select the notes to be included in the search by clicking. Several notes can be selected at a time by

pressing the [Ctrl] key.

Then click on the  button beneath the search field and select *Selected notes*.

- Should you wish to carry out the search in **specific binders**, activate the  tab in the left-hand pane and select a binder by clicking. Then click on the  button beneath the search field and select *Selected binders or tags*.
- Should you wish to search in **specific tags**, activate the  tab in the left-hand pane and select the tags to be searched. Then click on the  button beneath the search field and select *Selected binders or tags*.

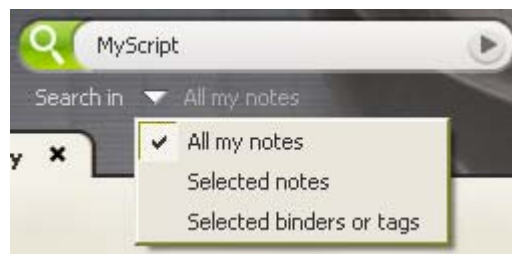


Fig. 70 Selection for the search

- No selection is necessary for searches within your **handwritten notes**.

Click on  to initiate the search.

The results are arranged in a special view according to relevance:



Fig. 71 Search results







*Notice!*

*Searches may only be carried out in the respective standard language!*

*If a search is initiated and some documents have not yet been adopted into the directory, this will be implemented during the search. This will slow down the search. Should you not wish to wait for conclusion of the search, select the Search in existing indexes only option (Preferences dialog box, Notes tab). With this option active, only those notes which are already being displayed are included in the search.*

#### 5.4.10 Modifying the size of a note page

Note pages can be adapted in various ways to improve presentation of their content.

- Click on the  button in the control panel to increase the size of the document.
- Click on the  button in the control panel to reduce the size of the document.
- Should you wish to modify the size so that the page conforms precisely to the size of the window section, click on the  function button (this button is activated as standard).
- To adapt the current page to the width of the window section, click on .

#### 5.4.11 Deleting notes

It is possible to delete a note document in a folder on your computer directly in the program window.

- Right-click on the document in the document management window and select the *Delete file from disk* option.
- You must confirm the delete procedure. The document is then deleted and deposited into the Windows recycle bin.

#### 5.4.12 Changing the standard language

Upon installation of your MyScript Studio Notes Edition application, a standard language applies for recognition and search. This language is identical to the language of the user interface. If required, the language can be changed in the preferences for search and recognition.






### Notice!

*MyScript Studio Notes Edition indicates all documents automatically in order that they may be searched more quickly. The program also indicates all documents which you have imported manually. If the standard language is changed, all of your notes will be indexed again in the new language (this may take considerable time).*

The standard language is changed as follows:

1. To open the Preferences dialog box, click on the  button.
2. Click on the *Languages* button.
3. Click on the new standard language in the list of working languages and click on the *Change* button.

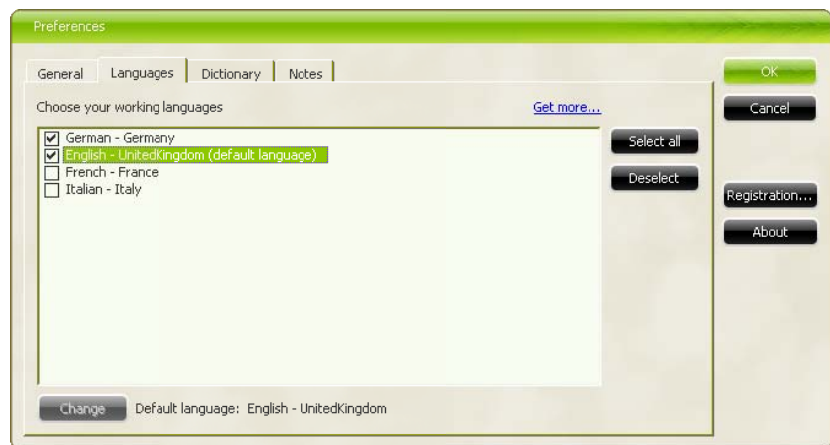


Fig. 72 Preferences dialog box (Languages tab)



### Notice!

*If the standard language installed by you is the only selection option available to you, additional languages can be downloaded under <http://www.visionobjects.com/en/webstore/get-more-languages-studio-ne-win-11>.*

## 5.5 Editing handwritten text



*Notice!*

*"Ink" relates to your notes in their handwritten form.*

It is possible to store the modifications in a document by clicking on







the function button.



*Notice!*




*Should you not wish to work in the original note, right-click on the document and select Save as. Enter a file name and confirm with Save. MyScript Studio Notes Edition creates a copy of your note file and files it in the current directory.*

### 5.5.1 Selecting the ink



- Click on the  button above the handwritten document to initiate editing of the ink.
- If you would like to choose a rectangle option, activate the  function and drag it around the area which you would like to select.
- If you would like to choose an irregular option, e.g. an individual word or a small symbol, activate the  function and drag it around the area which you would like to select.
- Use Ctrl - A to select the overall ink on the page or Ctrl - I to invert the selected and non-selected areas.
- Click on the  button to exit the ink editing mode.


### 5.5.2 Adding / erasing ink

#### Adding ink








1. Click on the  button above the document to initiate editing of the ink.
2. Activate the  function and insert the additional text or objects.
3. Click on the  button to exit the ink editing mode.

#### Erasing ink

1. Click on the  button above the handwritten document to initiate editing of the ink.
2. Should you wish to delete segments of your notes, activate the  function and drag the cursor over the ink which you would like to erase.



3. Click on the  button to exit the ink editing mode.

### 5.5.3 Copying / cutting / pasting ink

1. Click on the  button above the handwritten document to initiate editing of the ink.
2. Select the required ink using the  or  functions.
3. Edit the selected ink:
  - Copy the selection with Ctrl - C (or ).
  - Cut the selection with Ctrl - X (or ).
  - Paste the selection into the same document with Ctrl - V (or ). Drag the ink into its new position. Should you wish to add the selection into another document, open the respective document (or click on the corresponding tab), open the ink editing and add the selection.
4. Click on the  button to exit the ink editing mode

### 5.5.4 Splitting ink

If two texts are written over one another within a note, it is likely that you have forgotten to create a new page. This can be rectified in MyScript Studio Notes Edition using a special splitting function.

1. Open the document which contains the superimposed ink.
2. Click on the  button above the handwritten document to initiate editing of the ink.
3. Click on the  function button: a slider is displayed beneath the document.



#### *Notice!*

*This slider selects the handwritten text in accordance with the time it was written rather than its spatial position.*

4. Drag one slider to position the beginning of the selection. Drag the other slider to mark the end of the selection: the selected ink changes color.

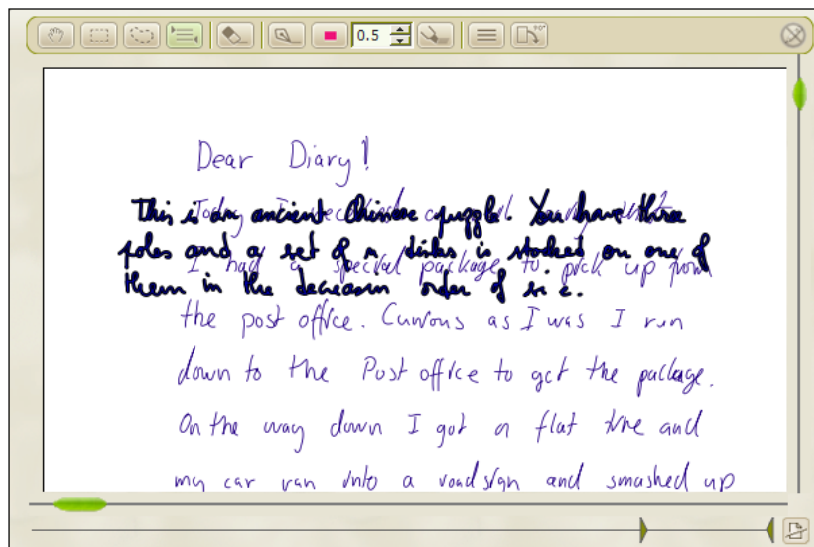




Fig. 73 Selecting the text

- When you are satisfied with the selection, click on the  button to split the ink.





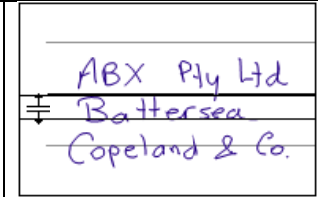
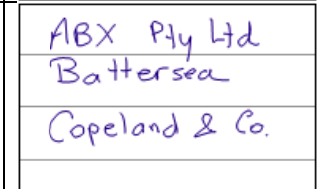
**Notice!**


The selection is copied into a new document (this document should then be saved.) The original document is not changed. This procedure may be repeated should you wish to split further segments of the handwritten text.

- To close the slider, activate any one of the other function buttons.
- Click on the  button to exit the ink editing mode.






### 5.5.5 Changing ink line spacing

- Click on the  button above the handwritten document to initiate editing of the ink.
- To change the way lines are spaced, activate the  function.
- Indicate the point at which you would like to change the spacing and drag the cursor upwards to reduce the spacing or downwards to increase the spacing.



<p>Drag downwards to increase the spacing.</p>		<p>ABX Pty Ltd Battersea Copeland &amp; Co.</p>
<p>Drag upwards to reduce the spacing.</p>		<p>ABX Pty Ltd Battersea Copeland &amp; Co.</p>

- Click on the  button to exit the ink editing mode.

### 5.5.6 Changing ink size / ink color

1. Click on the  button above the handwritten document to initiate editing of the ink.
2. Click on the  button.
3. Edit your ink:
  - To change the color of your ink, open a color selection with the  button and click on the new color.
  - To change thickness of your ink, click on the corresponding button in the  function to increase or reduce thickness of the ink.
4. Click on the  button to exit the ink editing mode.


### 5.5.7 Highlighting ink

1. Click on the  button above the handwritten document to initiate editing of the ink.
2. To highlight some notes with color, activate the  function and drag the cursor over the ink you wish to highlight.



*Notice!*


*This color is indicated in the conversion results.*

3. Click on the  button to exit the ink editing mode.

## 5.6 Converting notes

### 5.6.1 Settings

#### Global conversion settings

1. To open the *Global conversion settings* dialog box, click on the  button in the control panel.

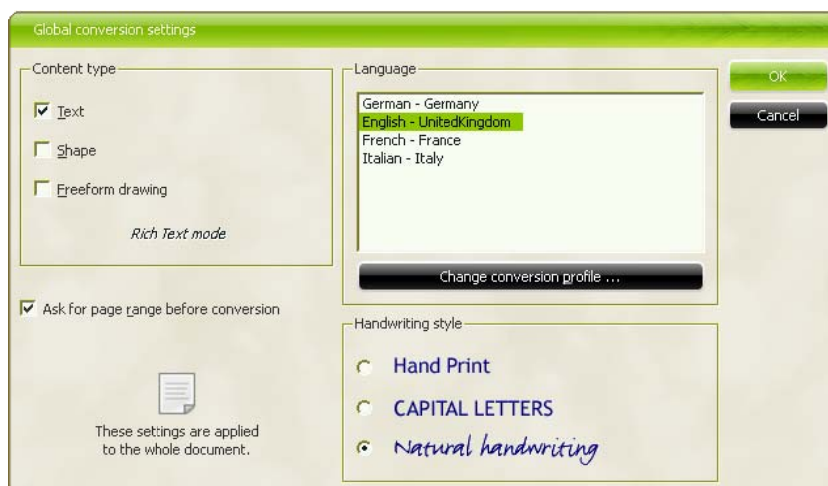


Fig. 74 Global conversion settings dialog box

2. To select the element being converted, select the option in the *Content type* section.
3. Select the language from the language list in which your notes are to be written.



**Notice!**

*The languages in this list are the languages which you have selected in the Preferences dialog box in the Languages tab.*

4. Select the handwriting style used in your document:
  - Print: letter-for-letter font can be converted. Prerequisite for this is that each letter is finished before the new letter begins.
  - Block capitals: your entire document is written exclusively in block capitals.
  - Handwriting: every other style including italics



**Notice!**

*If you are unsure, we recommend that you keep natural handwriting active.*

5. Confirm your settings by clicking on *OK*.

## 5.6.2 Converting text only notes

1. Ensure when converting notes which contain text only that only the *Text* option has been selected in the *Content type* section in the *Global conversion settings* dialog box:

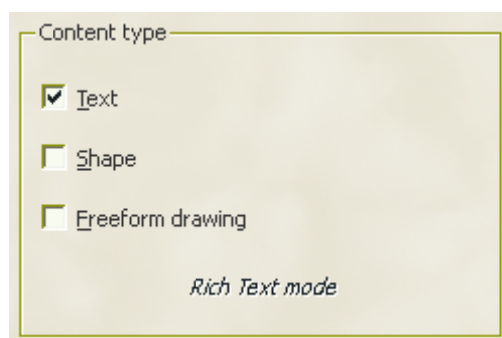



Fig. 75 Text only content type

2. Click on .

This dialog box is opened as standard.

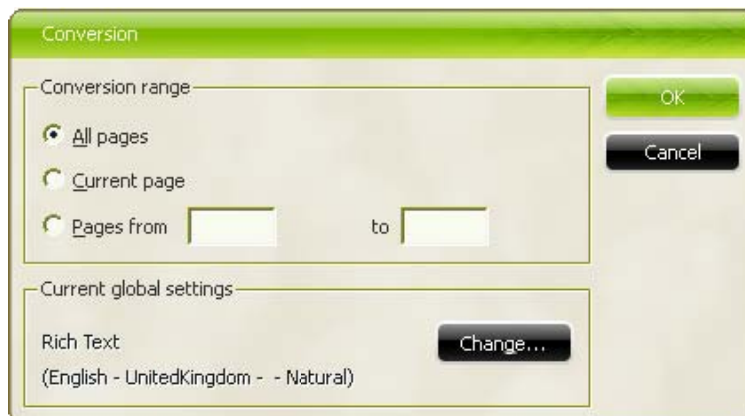


Fig. 76 Converting the dialog box

3. Choose whether all pages of a document, only the current page or a group of pages (enter the start page and the end page in the boxes) are to be converted.
4. Should you wish to change the global conversion settings, click on the *Change* button to open the respective dialog box.
5. Click on *OK* or press the Enter key to start the conversion.

The results appear in Rich Text format and can be edited directly in your application prior to saving or exporting.



*Notice!*

*Press Esc. to cancel the conversion*


### 5.6.3 Notes with shapes or drawings

1. Ensure when converting notes with shapes or drawings that the *Shape and/or freeform drawing* options have been selected in the *Global settings* dialog box in the *Content type* section.



*Notice!*

*The Shape and freeform drawing options can be combined with the Text option wherever necessary.*

2. Click on .

This dialog box is opened as standard.

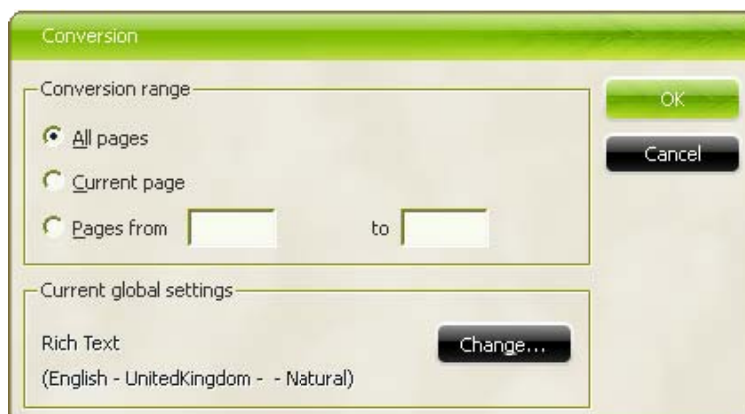








Fig. 77 Converting the dialog box







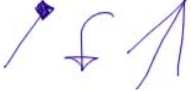



3. Choose whether all pages of a document, only the current page or a group of pages (enter the start page and the end page in the boxes) are to be converted.
4. Should you wish to modify the global conversion settings, click on the *Change* button to open the respective dialog box.
5. Click on *OK* or press the Enter key to start the conversion.

The results contain all shapes or drawings within the notes: it is possible to change the type of shape as required.

**For optimum results, shapes are drawn as follows**

	NOT GOOD	GOOD
Draw the lines of the shapes as evenly as possible: avoid "shaky" lines		
When drawing closed shapes, ensure that the end points meet one another as precisely as possible		
It is possible to draw open polygons, however, they must consist of only four lines		

**For optimum results, lines and arrows must be drawn as follows**

	NOT GOOD	GOOD
Straight lines must be drawn as straight as possible; avoid hooks or curves		
Lines featuring several curves are not converted as shapes		
Many types of arrows can be converted as shapes, however, not all		
Respect the size of the arrow tips – they should not be drawn too large in relation to the length of the shaft		

Always finish drawing one shape before beginning with the next.


*Notice!*

*The fewer lines used when drawing shapes, the more accurate the shape conversion.*

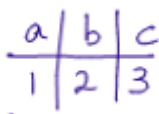
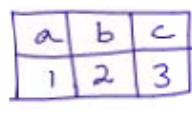
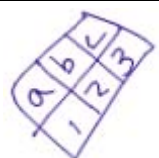
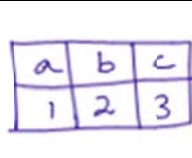
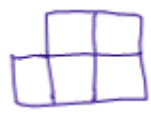
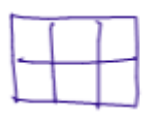


### 5.6.4 Converting tables

It is possible with this application to convert tables which you have drawn in your document, as well as their content, as long as the conversion settings have been defined correctly.

1. To convert text which includes tables, go into the conversion settings and select text and shape as the content type.
2. Convert your text as usual with the  button.  
The result is a combination of graphics and text.

Draw the tables carefully to achieve optimum conversion accuracy. If the table is not drawn correctly, you will end up with scrambled lines or an endless number of table cells rather than a clean table.

	NOT GOOD	GOOD
Always draw a complete table, including an outer border: do not simply draw lines between the contents.		
Ensure that the table is drawn with horizontal and vertical lines. If the table is drawn skewed, the conversion will be flawed.		
The same number of lines and columns must be drawn throughout the entire table. Do not draw stray cells within the table.		

### 5.6.5 Areas for special contents

#### Adding areas

An area for special contents is a part of the document defined by you for which you can assign another conversion mode and/or another language. You can therefore also exclude a part of the content from the conversion process.

1. Click on the  function button for activation.

*Notice!*

*This function is not available in ink editing mode.*

2. Use the mouse to drag a border around the area which is to contain the special content. The *Special content area settings* dialog box opens.





Fig. 78 Special content area settings dialog box

3. Select the Special contents area settings dialog box.
4. Following selection, click on *OK* or press the Enter key.



**Notice!**

*These settings can also be performed subsequently. Double click on the area or open the selection menu by right-clicking on the area. Click also on the Change selection of area settings option.*

**Modifying / deleting areas**


Should you wish to modify the size or position of an area, the area must first be removed and a new one created. This does not require that drawings or text within this area also be deleted.

1. Right-click in the area for special content which you would like to remove.
2. Select the *Remove area* option.

The area for special content now corresponds with the global settings which you have selected for this document.

### 5.6.6 Excluding areas

This method allows exclusion of a particular section from conversion.

1. Ensure that the  button is active. Drag a border around the text or objects which are to be excluded from conversion.
2. Deactivate all options under Content type in the displayed Settings dialog box:

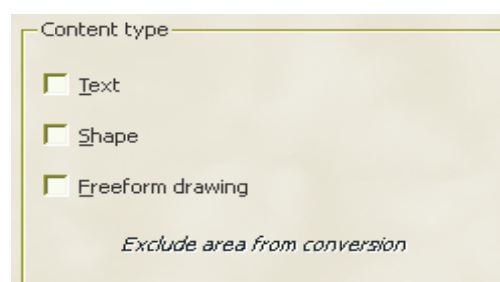


Fig. 79 Content type dialog box

3. Confirm with *OK*.

This section will now be ignored during the conversion.

## 5.7 Editing converted notes

### 5.7.1 Text only note

The text content can be edited using the keyboard as if it were a regular text editing program. Deleting and adding text, shifting text around, cutting, copying or pasting. This type of editing applies for text which was converted with these settings:

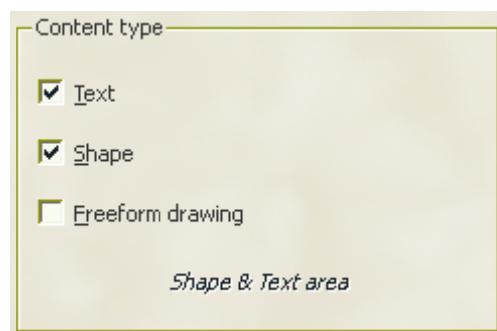








Fig. 80 Content type dialog box

Alternatively, it is possible to select the respective text, open the text editing functions with  and apply these functions:

- Modify font size 
- Bold print 
- Italics 
- Underline text 
- Align paragraphs (left align , right align , centered , or justified )
- Modify font color 
- Arrange text in lists with bullet points 

If exporting to Word, the formatting in the document is retained.

### 5.7.2 Text with graphic

This type of editing applies to text which was converted using these settings: text and shape and/or freeform drawing:

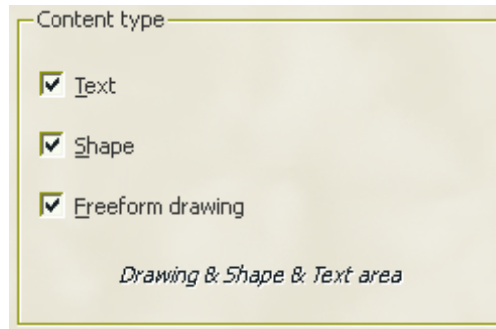




Fig. 81 Content type dialog box

1. Open the results editing functions by clicking on the  button above the conversion results.
2. If the  button is not active, activate by clicking.
3. Click on the line of text which you would like to edit.
4. Edit the text as desired and then press the Enter key or click on OK

### 5.7.3 Copying and selecting text

Selected text can be copied into the clipboard in order that it may be used again elsewhere. Please note that the shapes cannot be copied using this method. This applies for text which is converted using this setting:

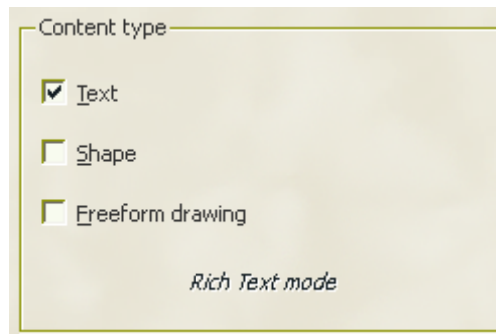




Fig. 82 Content type dialog box


1. Open the results editing functions by clicking on the  button above the conversion results.
2. Click on the  function button for activation.

**Notice!**

The indicator arrow is represented in the form of a standard white arrow.



3. Drag the arrow over the text lines which you would like to select.
4. If you would like to copy all results for the current page, use the Ctrl - A shortcut key.



5. Should you wish to copy the selection into the clipboard, use the Ctrl - C shortcut key or the  function in the standard toolbar.
6. This copy can then be added into any other program as desired.

#### 5.7.4 Replacing a shape

Geometric forms can be replaced with another shape selected from a predefined list.

1. Click on the  function button above the conversion results.
2. Click on the  function button.
3. Click on the shape which you would like to replace.
4. Select a shape with which you would like to replace the existing shape from the opened list of shapes.

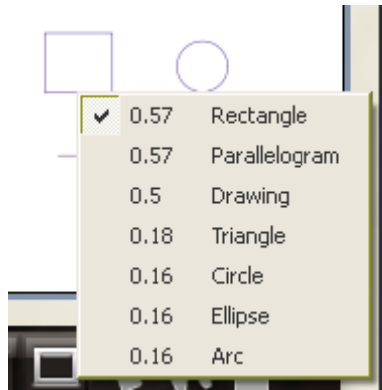



Fig. 83 Selecting a shape



#### Notice!


A number is featured alongside each shape. This number represents the degree of certainty from MyScript Studio Notes Edition that the respective shape matches the original shape drawn by you.

5. When you are happy with the editing of the shape, close the results editing functions by clicking on the  button.

## 5.8 Exporting converted notes

### 5.8.1 Exporting into the standard text editing program

To export converted text into the standard text editing program, click


on the  button in the control panel. Your text is opened in Rich Text format in the standard text editing program.

Should your document include shapes or drawings, these will also be exported in Rich Text format. The text is displayed in individual text fields.

If exporting text only, use Text Only format. A new page is also created in the text editing program for each page of your document.

### 5.8.2 In an e-mail application

To send your conversion result to your standard e-mail application,

click on the  button beneath the converted text.

Your text is sent directly to your e-mail messages in Text Only format


*Notice!*

*In this format, no shapes or drawings may be included in the text.*




### 5.8.3 Into a text editor

To send your converted text to a Notepad (or your standard editing

program for simple text), click on the  button beneath the converted text.

Your text is copied into the standard editing program for simple text in Text Only format with the original file name.


### 5.8.4 As an image

1. Click on the  function button beneath the conversion results.
2. Open the File type drop-down list in the displayed dialog box and select an image format.
3. Select the file destination path and file name and click on Save or press the Enter key.

## 5.9 Personal recognition profiles

My Script Trainer allows you to create your own personal recognition profile. First write a sample text in the training program using your STAEDTLER Digital pen. This sample will be used by the program to create your own personal recognition profile.

### 5.9.1 Creating a recognition profile

1. Open the Global conversion settings  and click on the *Change conversion profile* button. Then click on the *Create new profile* button in the following dialog box. The window for My Script Trainer opens.



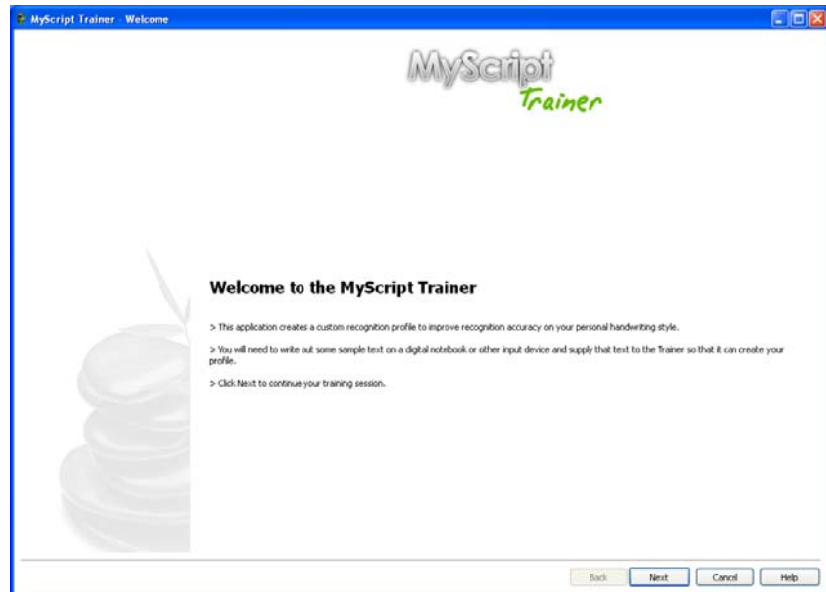


Fig. 84 Dialog box My Script Trainer

2. Click on *Next* to create a recognition profile file.
3. Assign the recognition program a name and a language. Then click on *Next*.

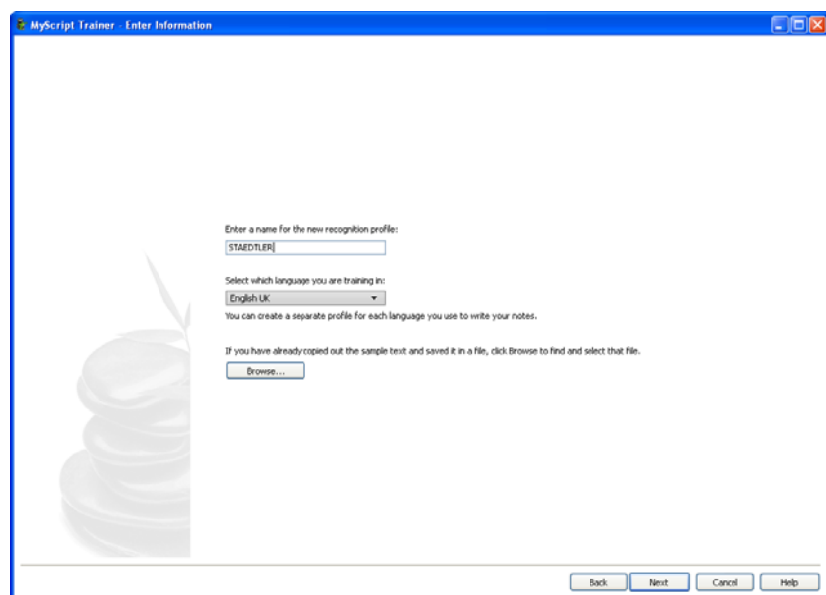
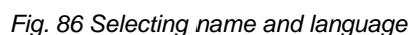


Fig. 85 Selecting name and language

4. Read through the instructions for creating an example text meticulously, if necessary print out the instructions. Click on *Next* to display the example text.



- Instructions

## Samples Section 1: Alphabet, Symbols, and Numbers

Note: Write in print only *a.b.c.*, not *joined-up a.b.c.*

<b>Need Assistance?</b>  <b>Forgot a character?</b> That's OK. Please just continue writing.  <b>Made a mistake?</b> Don't worry. Just cross it out, ARKQ, and keep writing.  <b>Write naturally</b> Use your usual handwriting style but do not join up the letters – make sure you print each character.  <b>Won't fit on one line?</b> It doesn't matter. Just keep writing and the software will correct this later.  <b>Need a break?</b> No problem, you can put the pen down for five or ten minutes and finish writing the Samples Sections later. Download the pages when you have fully completed both Samples Sections.	<pre> abcdefghijklmnopqrstuvwxyz ABCDEFGHIJKLMNOPQRSTUVWXYZ 0123456789 !@#\$%^&amp;'()*+,-./:;&lt;=&gt;?@ [\]^_`~{ }~}*~µ~++ *~--~_~o~✓  abcdefghijklmnopqrstuvwxyz ABCDEFGHIJKLMNOPQRSTUVWXYZ 0123456789 !@#\$%^&amp;'()*+,-./:;&lt;=&gt;?@ [\]^_`~{ }~}*~µ~++ *~--~_~o~✓           </pre>
---	---

*Fig. 87 Example text 1*

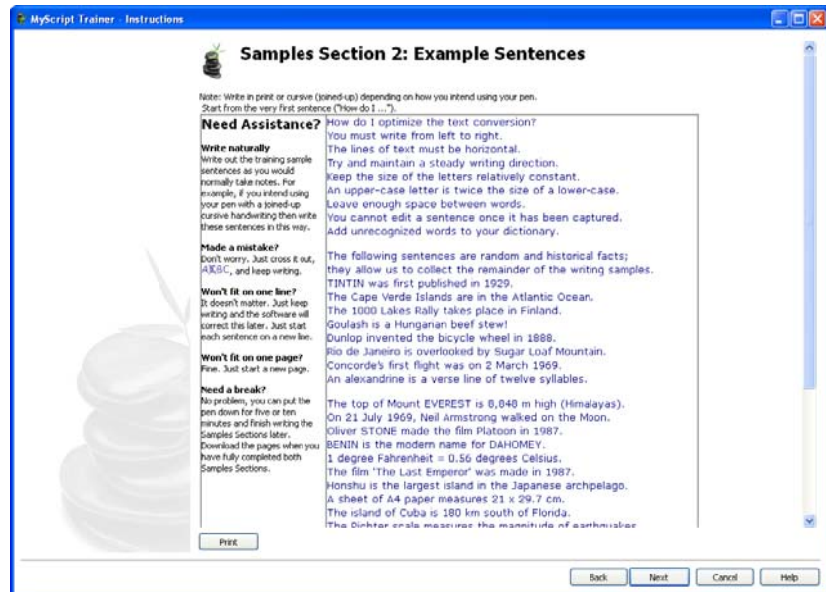


Fig. 88 Example text 2

6. Upload the stored example text from the disk to the PC using My Script Ink Retriever (see 4.3.1 Uploading notes with MyScript Studio Notes Edition).



**Notice!**

*If the example text is uploaded using Mobile Note Taker, it cannot be read by My Script Trainer!*

7. The window for uploading the stored example text opens. Select the pages on which the example text is printed and click on **Open**.

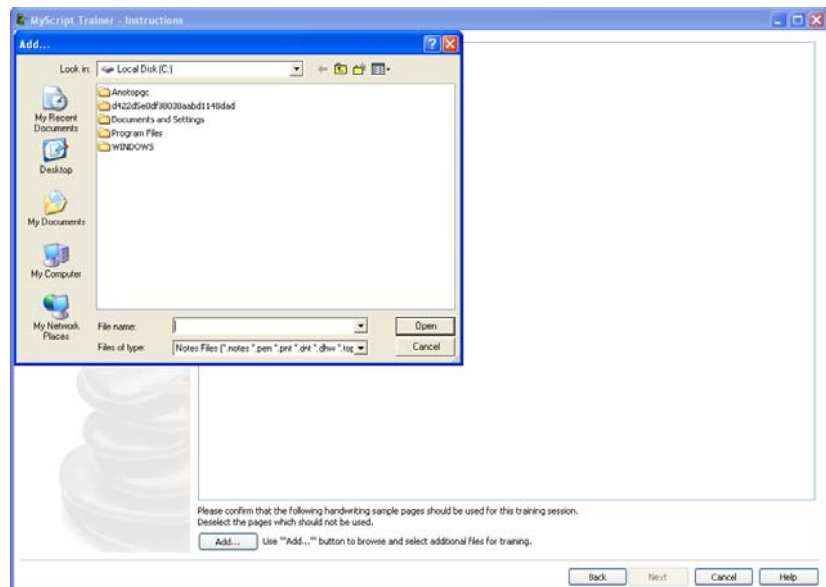


Fig. 89 Uploading the example text

8. In the event that you have selected the wrong pages, modify your selection here. Click on **Next** to confirm the pages.

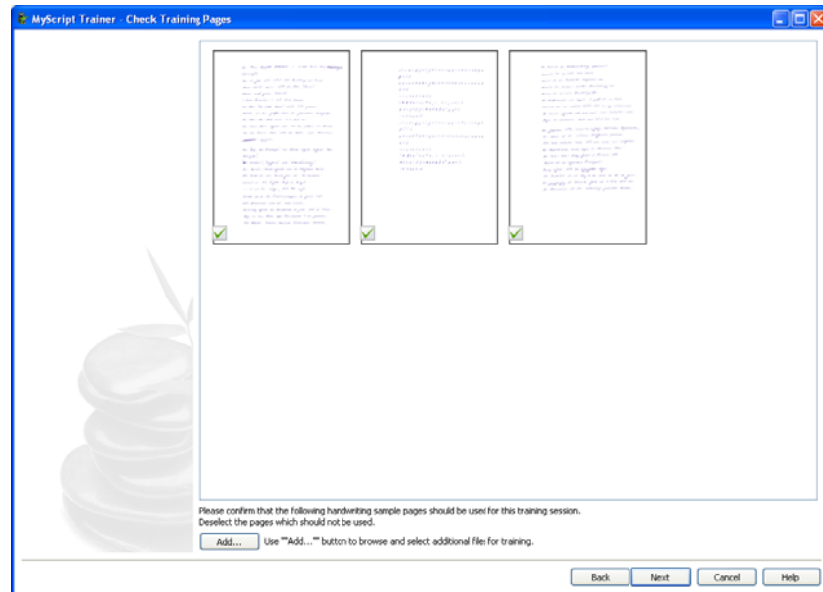


Fig. 90 Confirming selection

9. My Script Trainer now uploads your handwriting sample.

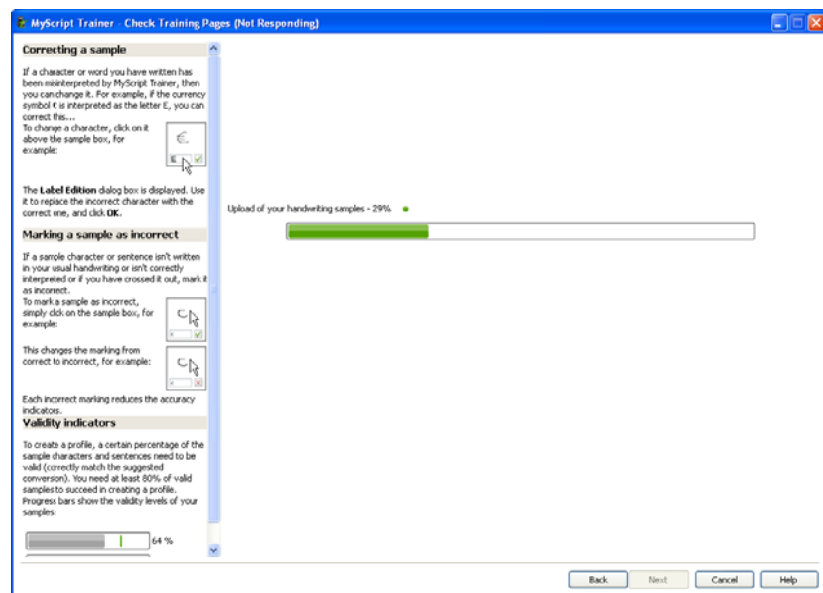


Fig. 91 Uploading the handwriting sample

10. You must now check the recommended conversion of your handwriting sample and modify as required. Please follow the instructions in the My Script Trainer. Once you are happy with your handwriting sample, click on **Next**.

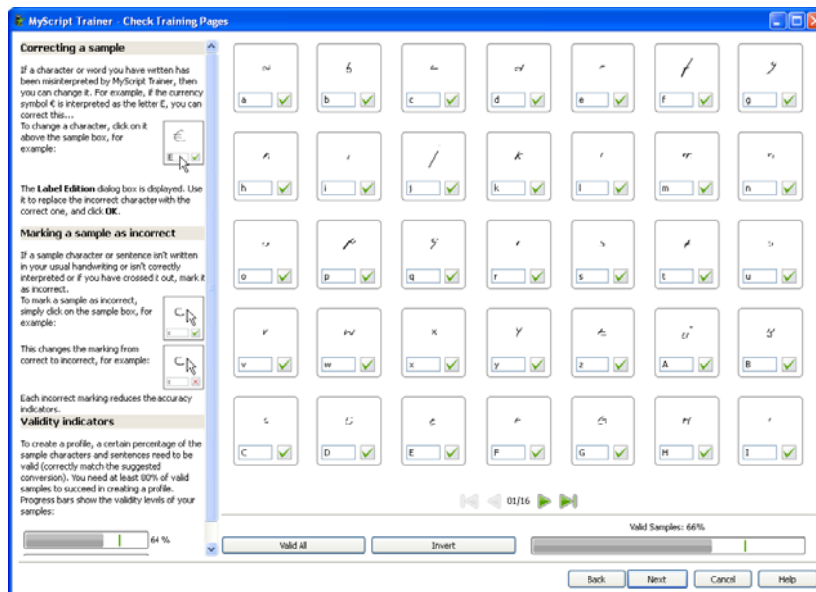


Fig. 92 Modifying the handwriting sample



### Notice!

At least 80% of valid examples are required in order that a profile can be created successfully. With less than 80% of valid examples, check whether the training units are complete. You can return to the previous dialog box to create new handwriting samples or to add new pages.

11. My Script Trainer now creates your own personal recognition profile.

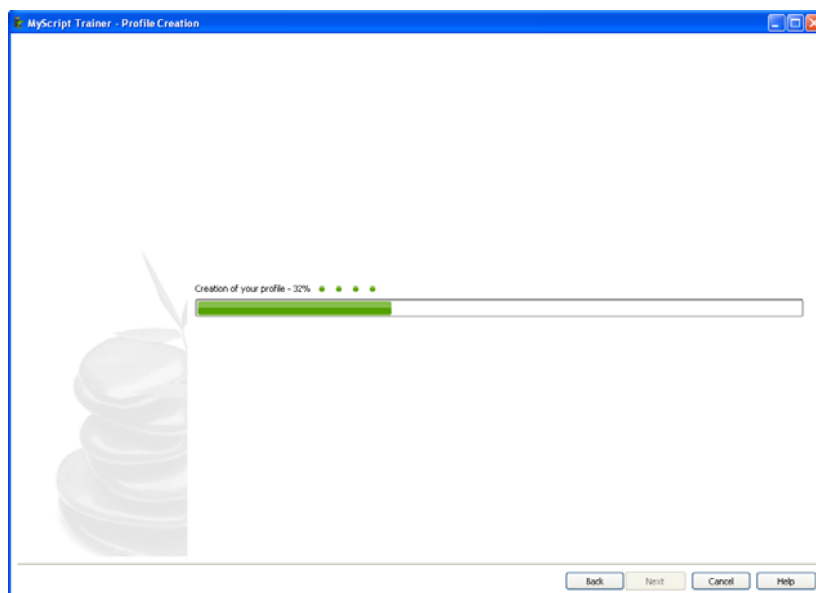


Fig. 93 A recognition profile is created

12. Finally, you will obtain your own recognition profile which is stored onto your computer.



*Notice!*

*To ensure that My Script Ink Retriever can access the created profile, copy the folder **Vision Objects** into the following location:*

*WIN XP:*

*from C:\Documents and Settings\User name\Application*

*Data\Vision Objects*

*to C:\Documents and Settings\User name\Application data*


*VISTA, WIN7:*

*from C:\User\User name\Application Data\Roaming\Vision Objects.*

*to C:\User\User name\AppData\Roaming.*

*To be able to view the Applicable data folder, hidden system folders must be recovered.*

## 5.9.2 Managing recognition profiles

1. Open the Global conversion settings  to obtain access to the recognition profile and click on the *Change conversion profile* button. The *Recognition profiles* dialog box opens.
2. Should you wish to activate another profile, click on the language. Then click on the profile in the list and click on the *Select* button.
3. Clicking on the *Check* button will open the training sample so that you can verify whether validation has been carried out correctly.
4. Clicking on the *Boost* button will create another profile level. Additional samples or special symbols are announced for the learning process. This applies for Asian languages ONLY.
5. To delete an undesired profile, select the respective profile and click on *Delete*.


## 5.9.3 Exporting / importing recognition profiles

- Exporting: click on the *Export* button. Select a name and the destination path for the profile and click on the *Save* button.
- Importing: click on the *Import profile* button. Navigate to the profile file, click on the file and then click on *Open*.

# 5.10 Dictionary

## 5.10.1 Adding words

Should it be determined that the program is experiencing problems recognizing some frequently used words or terms, add them into the dictionary. These words can be individual names, terms or abbreviations. This process will allow the program to correctly identify these words much more easily.

1. Click on the  button and then on the *Dictionary* tab.

2. In the *Dictionary* tab, click on *Lexicon*. An insertion point is displayed in the main text field:

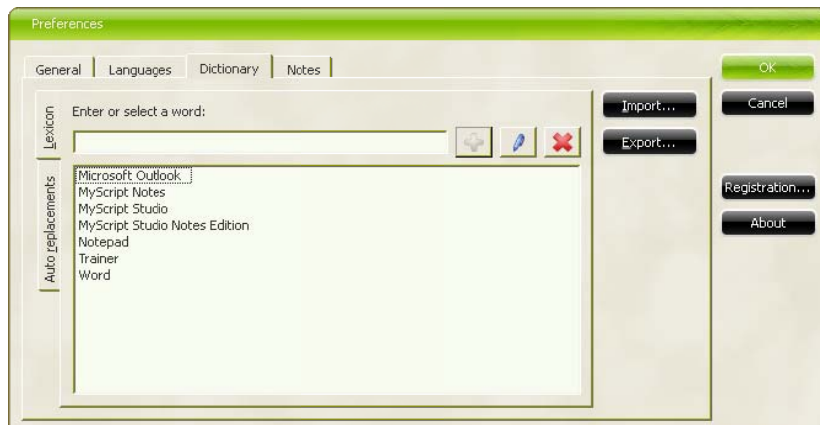





Fig. 94 Preferences dialog box (Dictionary tab)

3. Enter the new word and click on the  button, or press the Enter key to confirm the word.
4. Add as many words as you like using this method.
5. Click on *OK* to confirm the new entry or entries.
6. If you do not wish to confirm the modifications, click on the *Cancel* button.

## 5.10.2 Editing / deleting entries

### Editing dictionary entries

1. To edit a dictionary entry, click on . Then click on the *Dictionary* tab.
2. Select the word which you would like to edit from the *Lexicon* tab, and click on the  button.



#### Notice!

The selected word is displayed in the text field with a flashing insertion point.

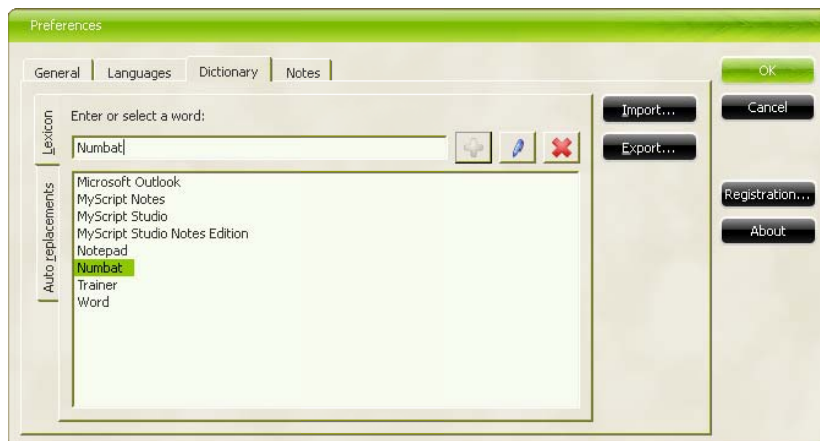






Fig. 95 Preferences dialog box (Dictionary tab)



3. Perform the required modifications and click on  to confirm. If you do not wish to save the modifications, click on  to cancel.
4. Once finished, click on *OK* to confirm and to close the dialog box.

### Deleting dictionary entries

1. If you would like to delete a dictionary entry, first click on . Then click on the *Dictionary* entry.
2. Click on the entry which you would like to delete from the entry list beneath the *Lexicon* tab.
3. Click on the  button.
4. Click on *OK* to conclude the process.

## 5.10.3 Importing / exporting the personal dictionary

### Importing the dictionary


1. Click on the *Import* button in the Personal dictionary dialog box.

*Notice!*

*It is also possible to import your own text files in UTF-8 format.*

2. Select the file and click on *Open*, or double-click on the file name.

### Exporting the dictionary

1. To export the content of the current dictionary, click on  and then click on the *Dictionary* tab.
2. Click on the *Export* button in the dialog box.
3. Select a location into which the dictionary should be stored. Enter a file name.

*Notice!*


*The dictionary, including all words and automatic replacements, is stored as a text file. The standard file destination path for the export / import of dictionaries is: My files/MyScript Documents/export.*

4. Click on the *Save* button as confirmation.

## 5.10.4 Managing automatic replacements

Your application manages replacements automatically: if abbreviations, initials or acronyms are used in your notes, these can be replaced automatically by a complete name or term during conversion.

### Adding an automatic replacement

1. For access to the automatic replacements, click on the  button and then click on the *Auto replacements* tab.
2. Add an automatic replacement:

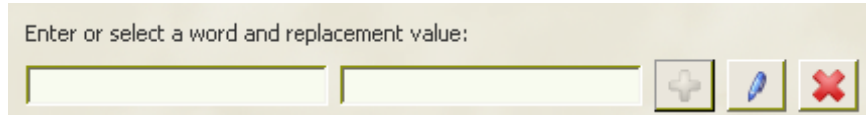



Fig. 96 Text fields for automatic replacement

3. Enter the shortened form or abbreviation (e.g. "GB") which is to be replaced by another text into the left-hand side of the text field.
4. Then enter the long form (e.g. Great Britain) which replaces the original text in all positions where it is located in the right-hand side of the text field.



Fig. 97 Preferences dialog box (Dictionary tab)

5. Click on  to add your automatic replacement into the dictionary.
6. Once finished, click on *OK* to close the dialog box.

### Modifying an automatic replacement





1. To modify an automatic replacement, select the entry which you would like to modify and click on the  button. The selected entry can be displayed in the text fields and may be edited.
2. Perform the required modifications and click on  to confirm. If you do not wish to save the modifications, the process can be terminated by clicking on .
3. Click on *OK* to close the dialog box.



Fig. 98 Preferences dialog box (Dictionary tab)

### Deleting an automatic replacement

1. To delete an automatic replacement, click on the entry which you would like to remove from the list.
2. Click on the  button.
3. Once finished, click on *OK* to close the dialog box.

## 6 Editing the notes with Mobile Note Taker (Note Manager)

The Note Manager allows you to store, display, search, copy and export notes.

It is set in Windows Explorer format so that you can search through your files in the left-hand section and observe them in the right-hand section.

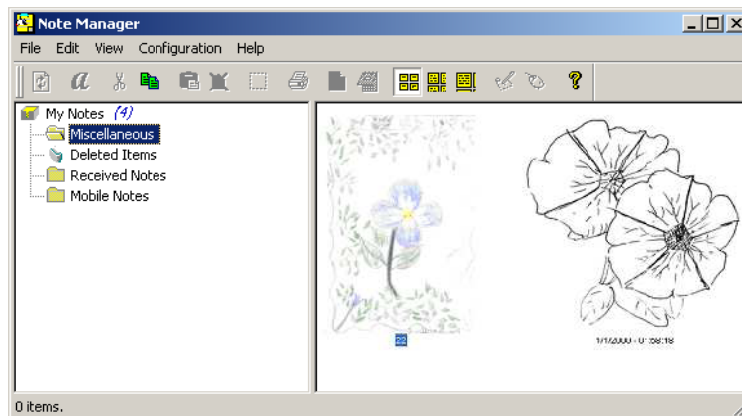


Fig. 99 Note Manager

### 6.1 Defining preferences

Define the standard preferences such as note color, automatic storage characteristics, print preferences etc. in the preference dialog window.

The dialog window is divided into four registration cards, each controlling a different aspect of the system: general, printing and ink.

#### 6.1.1 Access to preferences:

Open the *Configuration* menu in the Note Manager and select the *Preferences* option.

#### 6.1.2 "General" tab

- The time interval (in minutes) can be determined in the *Auto-save note in* entry field once the system has already stored your notes.



*Notice!*

*This Auto-save activates a restore function automatically which restores your data in the version in which it was last stored in the event of a system shutdown or power failure.*

- Tick the *Load when Windows starts* checkbox to open Mobile Note Taker automatically each time the computer is switched on.
- Tick the *Save sticky notes on exit* checkbox to store all newly created memos automatically. The stored memos appear as soon as the PC is switched on next time or when the Mobile Note Taker is restarted.

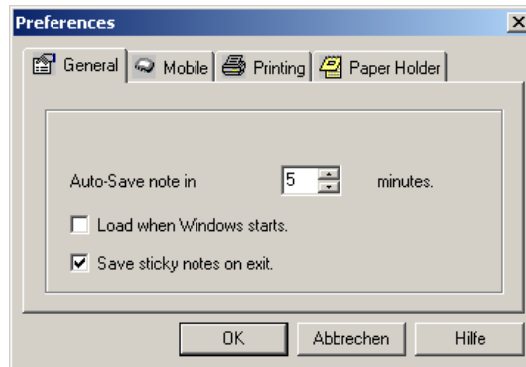


Fig. 100 Preferences dialog boxes (General tab)

### 6.1.3 "Mobile" tab

An automatic upload can be set in the *Mobile* tab. Three different selection possibilities are available to you.

- YES - Your notes are uploaded automatically as soon as the receiver is connected to the PC.
- NO - Your notes must be uploaded manually.
- ASK ME - You will be asked by the Mobile Note Taker each time the receiver is connected whether you would like to upload your notes.

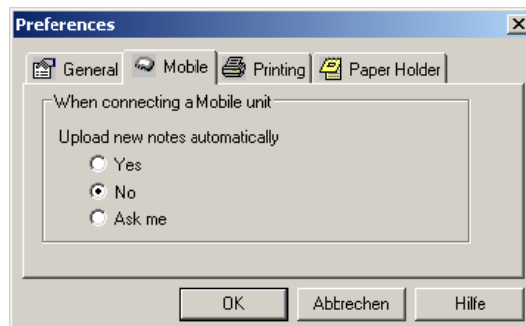


Fig. 101 Preferences dialog box (Mobile tab)

### 6.1.4 "Print" tab

The settings for printing can be performed here.

- Tick the *Note per page* checkbox to verify that only one note per page will be printed.
- Tick the *Center note on page* checkbox to verify that notes will always be printed centered.

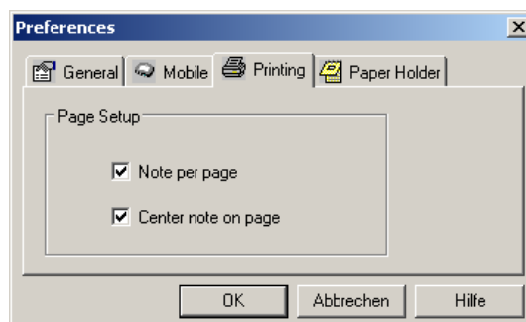


Fig. 102 Preferences dialog box (Print tab)

### 6.1.5 "Paper holder" tab

In the Paper holder tab, it is possible to adjust transparency of the paper holder.

- Pull the slider beneath *Opacity of the paper holder* to the required degree of transparency.

Once all settings have been performed, confirm your entry by clicking on *OK*.

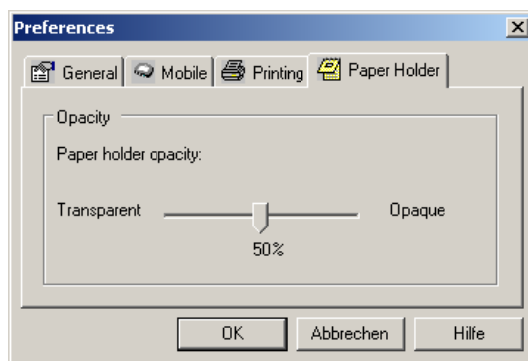










Fig. 103 Preferences dialog box (Paper holder tab)









## 6.2 Toolbox

The Note Manager toolbox includes buttons which grant you easy access to the menu commands used most regularly.



The following table contains a list of all buttons in the toolbox along with a functional description.

Toolbox button	Description
	Upload – In online mode, it is possible to upload all of your notes from the receiver onto the PC using the Mobile Note Taker software.
	Convert your notes into text using MyScript Studio Notes Edition (only possible if the recognition software is installed.)
	Cut – Cuts out the selected notes and stores them in the clipboard.
	Copy – Copies the selected notes and stores them in the clipboard.
	Paste – Inserts everything which was most recently stored in the clipboard by copying or cutting.
	Delete – Deletes selected note(s)
	Edit notes – Edits a selected note.
	Print – Prints selected note(s).

Toolbox button	Description
	Display as sticky note – Converts a note to sticky note.
	As paper holder – Converts a note to paper holder.
	Small thumbnail – Displays small thumbnails in the Note Manager view.
	Medium thumbnail - Displays medium-sized thumbnails in the Note Manager view.
	Large thumbnail - Displays large thumbnails in the Note Manager view.
	Note mode
	Mouse mode – Allows the pen to function as a mouse
	About Mobile Note Taker – Displays information regarding this Mobile Note Taker version.

## 6.3 Uploading notes onto the PC

1. Start up Mobile Note Taker.
2. Upon initial startup of the program, select the position in which your receiver was attached to the paper and click on OK. This setting can be changed in the *Configuration > menu under Set device orientation*.

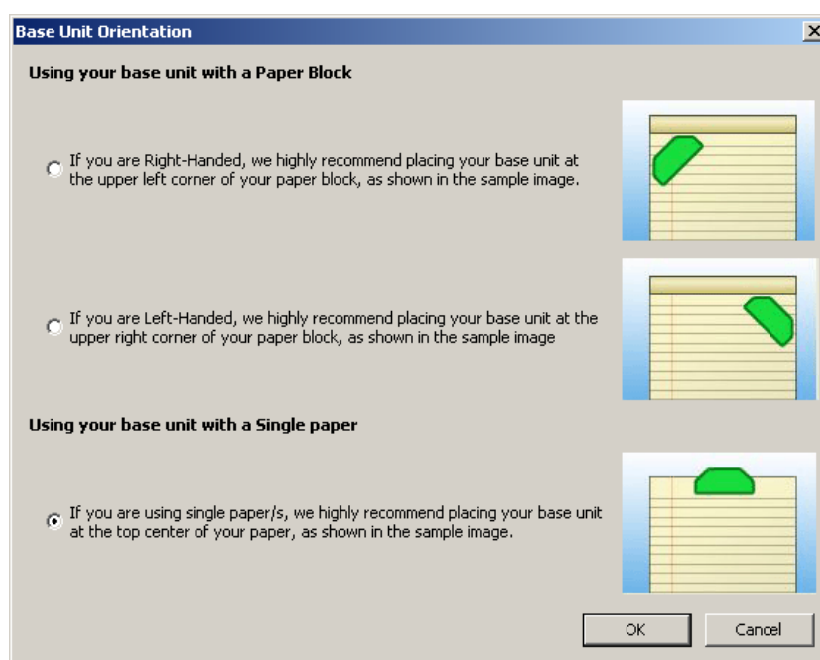


Fig. 104 Aligning the base unit dialog box





**Notice!**

*Selection of the attachment position is not supported higher than Windows Vista. The central position at the top is generally preset.*

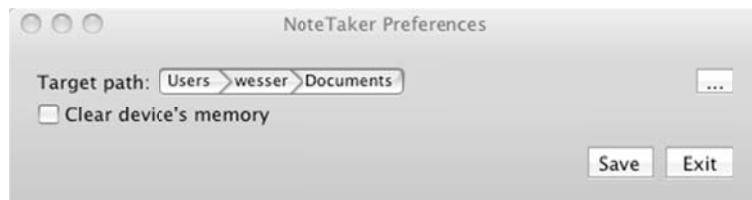
*If an incorrect position is specified here, your notes will be displayed skewed on your PC!*

3. Upon initial startup of the program, a message appears stating that the STAEDTLER Digital pen is being used in mouse mode. Confirm by clicking on **OK**. This setting can be changed at any time (see chapter 4.2.1 Functions of the STAEDTLER Digital pen).

**MAC information**

This is stored on the MAC in TIFF-format when uploading the handwritten notes onto the MAC via the Mobile Note Taker software. Notes in TIFF format, however, cannot be transferred in the MyScript Studio Notes Edition handwriting recognition software, whereby conversion of the notes in computer writing is impossible. To convert the notes in computer writing, uploading must be carried out via My Script Ink Retriever.

The Mobile Note Taker transfers the notes on your receiver automatically onto the MAC and deletes the memory of the receiver. It is therefore essential that automatic deleting of the receiver memory is deactivated under *Note Taker preferences*.



*Fig. 105 Deactivating automatic deleting*

4. Select the **Upload** option in the **File** menu. All notes on your receiver are now uploaded onto the PC.

You will be asked upon conclusion of the process whether you would like to delete all notes on the receiver.

- Select **Yes** to delete all notes on the receiver.
- Select **No** to retain the notes.




**Notice!**

*If you select 'No', the notes which are already present on the PC will not be uploaded again during the next upload.*

*If the notes are deleted from your PC, however, these notes will be uploaded again.*

## 6.4 Editing notes

Notes can be edited at any time: regardless of whether they are still to be drafted or whether the notes are already stored in the Note Manager.


1. To edit a note, click on the *Edit note* button  or right-click on the note and select *Edit note* in the menu which appears.

The Edit notes window opens.



Fig. 106 Edit notes window

2. Edit your note

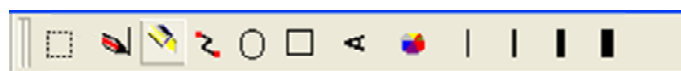
- Use the *Select area*  button in the toolbar or the *Select* option from the *Tools* menu to select a specific line or a group of lines
- In the *Edit* menu, click on *Select all* to select the entire note.



*Notice!*

*It is still possible to continue drawing or writing within the note using the pen while the note is being edited.*








*Edit note* includes menus and a toolbar to grant you access to a wide selection of editing functions.

The *Toolbar* is situated on the right-hand pane of the **Edit note** window:











	Select area – Allows you to select an area by clicking and dragging with the mouse.
	Pen – Allows you to draw freehand using your mouse.



	Highlight – Allows you to highlight each area freehand using your mouse.
	Line – Allows you to insert a line of any length.
	Circle – Allows you to insert a circle of any size.
	Rectangle – Allows you to insert a rectangle of any size.
	Text – Allows you to insert typed text.
	Change pen / highlighting color – Allows you to select or change color of the pen strokes, the highlighter or the text.
	Line width – Allows you to select or modify width of the line.

The **Manager toolbar** is situated below in the *Edit notes* window.



	Erase note completely – Deletes the entire note represented on the display screen.
	Undo – Deletes the previous action.
	Repeat – Restores the action previously deleted.
	Enlarge – Enlarges view of the note.
	Adapt parameter automatically – Returns view of the note to the original view size.
	Reduce – Reduces view of the note.
	Rotate to the right – Rotates the entire note image 180° to the right.
	Rotate to the left – Rotates the entire note image 180° to the left.

## 6.5 Printing notes

A note can be printed from any of the 3 note interfaces – the Note window, the Edit note window or the Note Manager.


### 6.5.1 Printing a note from a file

1. Click on the note name or on the thumbnail in the Note Manager.
2. Click the *Print preview* option in the *File* menu to obtain a preview of the notice prior to printing.




*Notice!*

*Several notes can be included in the preview simultaneously. Select the first note, hold the <Ctrl>-key pressed and then select the other notes.*



3. Select the *Print* option in the *File* menu or click on the  button.
4. Select the desired print settings and print properties.
5. Then click on *OK*.

### 6.5.2 Printing an opened note

- Select the *Print* option in the *File* menu in the *Edit notes window* or click on the  button.

## 6.6 Storing notes

Notes can be stored at any time during creation. They are stored automatically in the standard folder and named in accordance with date of creation. Once stored, notes can be renamed at any time.

- Click on the *Save and close* button in the note window toolbar to store the note in the *Miscellaneous* standard folder. 
- Click on the *Save in folder*  button to store the note in a folder of your choice.



*Notice!*

*It is also possible to set an Auto-save.*

## 6.7 Renaming notes

When creating and saving a new note, this is automatically named in accordance with the current date and time. Notes can be renamed at any time.

1. Right-click on the note which you would like to rename
2. Select *Rename* in the menu which appears. The name is now highlighted.
3. Enter a new name for the note.

## 6.8 Moving notes

It is possible to relocate a note from its current folder to another folder.

1. Select the name of the note or the thumbnail in the Note Manager.
2. Click on the *Move to* option in the File menu.
3. Select the folder into which the note is to be filed.



*Notice!*

*The note can also be moved via 'Drag and Drop'.*

## 6.9 Finding notes

It is possible to search for a specific note within your stored notes.

1. Select the *Find note* option in the *Edit* menu.
2. Select the folder(s) which you would like to search.
3. To search for descriptions or note names, select *by description* and enter the name or the description of the note in the *Search for* entry field.
4. To search by creation date parameters, select *All notes created* and then enter the time period for which you would like to carry out the search.
5. Click on *Find*.

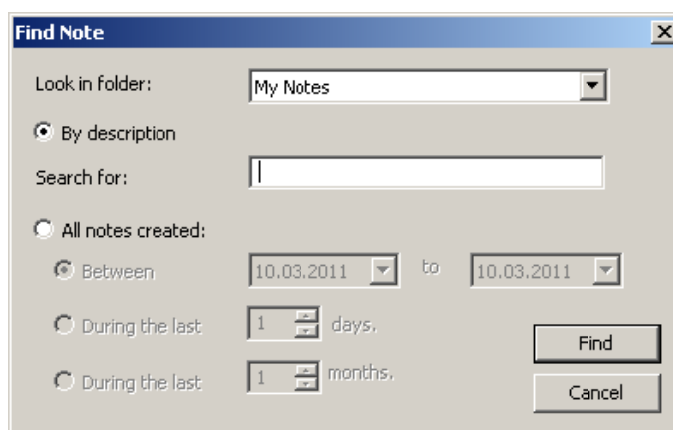


Fig. 107 Finding a note

## 6.10 Exporting notes

### 6.10.1 Exporting as JPEG

Each note can be exported in JPEG file format which can then be converted to an image file. This proves practical, for example, should you wish to add notes in documents created in other applications such as MS Word or PowerPoint.

1. In the Note Manager, select the note which you would like to export.
2. Right-click on the note name or open the *File* menu. Select the *Export* option. Click on *JPEG* in the list that appears.

An Export dialog window appears.

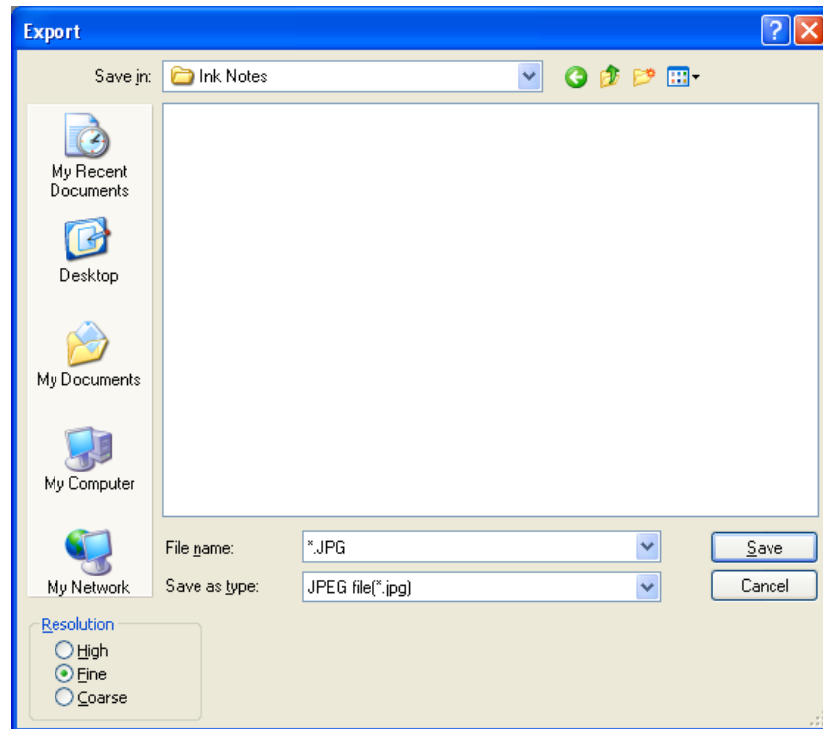


Fig. 108 Export note as JPEG file dialog box

3. Select the target path in the *File name* field.
4. Define the resolution quality under *Resolution*.
5. Click on *Save*.



*Notice!*

*It is possible to export several notes simultaneously. Hold the <Ctrl>-key pressed on the keyboard and then select the note which you would like to export in the Note Manager.*

### 6.10.2 Exporting in a file format

It is also possible to export each note in vector format (.pegvf-file) to allow another digital pen user to import this file into the Note Manager database.

1. In the Note Manager, select the note which you would like export.
2. Right-click on the note name or open the *File* menu. Select the *Export* option. Click on *Export as data file* in the list which appears.

An Export dialog window appears.

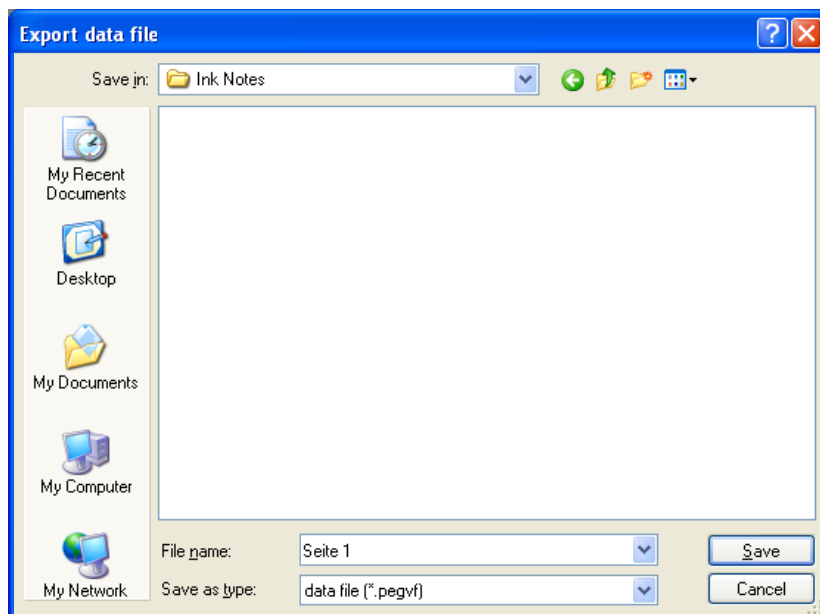


Fig. 109 Export note as dialog box .pegvf file

3. Select the target path in the *File name* field.
4. Click on *Save*.

## 6.11 Importing data formats

It is possible to import each file in vector format (.pegvf file) into the Note Manager database.

1. Select the *Import* option in the *File* menu.

The Import dialog box appears.

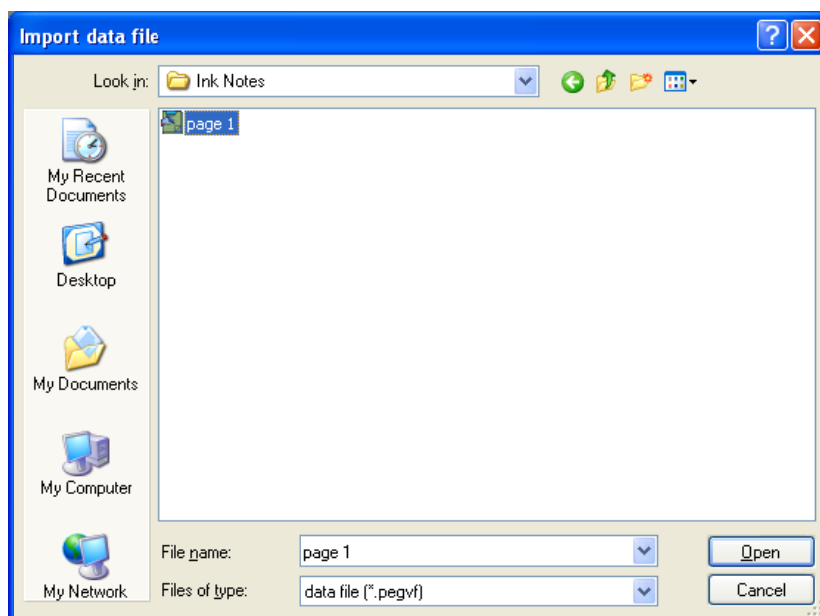


Fig. 110 Importing data dialog box

2. Select the data which you would like to export.
3. Click on *Open*.



## 6.12 Sending / receiving notes

Each note can be sent via e-mail or via the local network. Notes sent as an e-mail appear to the recipient as a JPEG-attachment. To send a note in the local network, the receiver must have the Mobile Note Taker software installed, and this software must be active on their computer.

### 6.12.1 Via e-mail

The Mobile Note Taker uses your standard e-mail client to send notes via e-mail.

Each stored note can be sent as a JPEG or PEGVF file.

1. Click on the note name or the thumbnail in the Note Manager.
2. In the *File* menu, select the *Send to > e-mail* option if you would like to send the note as a JPEG file. Select the *Send to > Send via e-mail as data file* option should you wish to send the note as a PEGVF file. Alternatively, right-click on the note name or on the thumbnail and select *Send to > e-mail* or *Send via e-mail as data file*.

A new e-mail form opens with the note as a JPEG or PEGVF attachment.

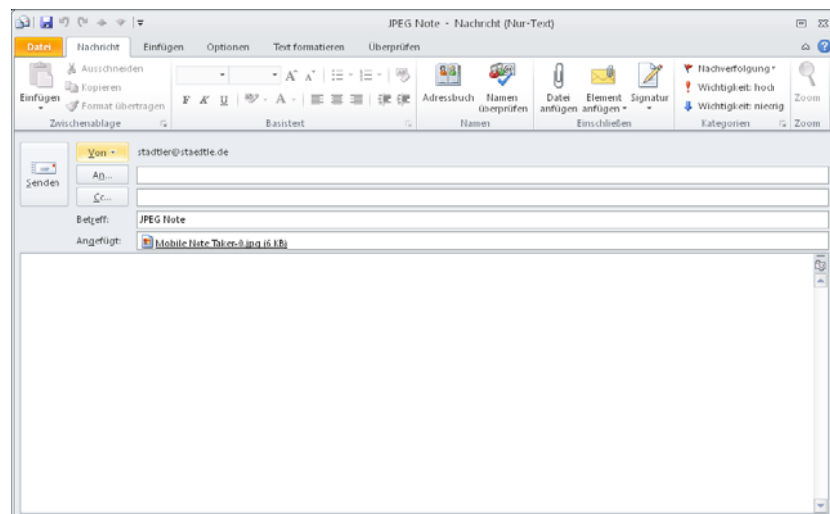


Fig. 111 Note sent via e-mail with JPEG attachment

3. Enter the e-mail address of the desired recipient, the subject and the e-mail text.
4. Send the e-mail.

### 6.12.2 Sending via the local network

1. Click on the note name or the thumbnail in the Note Manager.
2. In the *File* menu, click on the *Send to > Network PC* option and right-click on the note name or the thumbnail and select *Send to > Network PC* in the menu which appears.

The *Send note...* dialog window opens. A list of all network users installed and initiated by the Mobile Note Taker application appears.

3. Select the name or the IP address of the person to which you would like to send the note. Several recipients can be selected simultaneously by pressing the <Ctrl> key.



*Notice!*

*The note can be sent to all network users in the list by pressing the Select all button.*

4. Click on *Send*.

### 6.12.3 Receiving via the local network

It is possible for users of a local network to receive notes via the LAN. Upon receipt of a note, this appears automatically on your PC display screen and a signal tone sounds.

Right-click on the received note to obtain the following options:



*Fig 112 Options upon receipt via a local network*

- Edit & Reply (the user may add text or sketches).
- Print note
- Save note
- Forward note to other network users
- Close note



*Notice!*

*Notes which have been received via the LAN are stored in the Received notes folder in the Note Manager.*

## 6.13 Adding notes in other applications

It is possible to add each stored note in another application. In this case, the note is converted automatically into a JPEG image.

1. Select the note or the thumbnail in the Note Manager.
2. Open the *Edit* menu or right-click on the note name or the thumbnail .
3. Select Copy or Cut.




*Notice!*

*Cutting the note will delete the note from the current page.*

4. Open the application into which you would like to add the note.
5. Select the *Add* option in the opened application.



*Notice!*

*It is also possible to copy the note which you are currently editing. To do this, click on the  button in the note toolbar.*

## 6.14 Creating sticky notes

Sticky notes can be created in the following manner:

1. Select a note by clicking in the Note Manager,
2. Right-click on the note and select *Show as sticky note*.

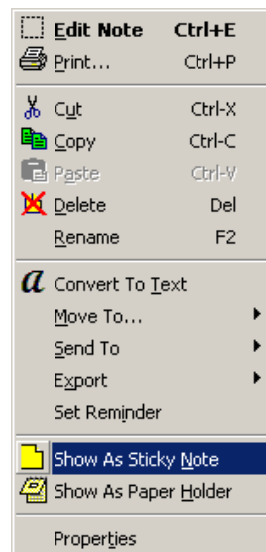


Fig. 113 Creating a sticky note

Alternatively, click on the *Show as sticky note* button in the toolbar.

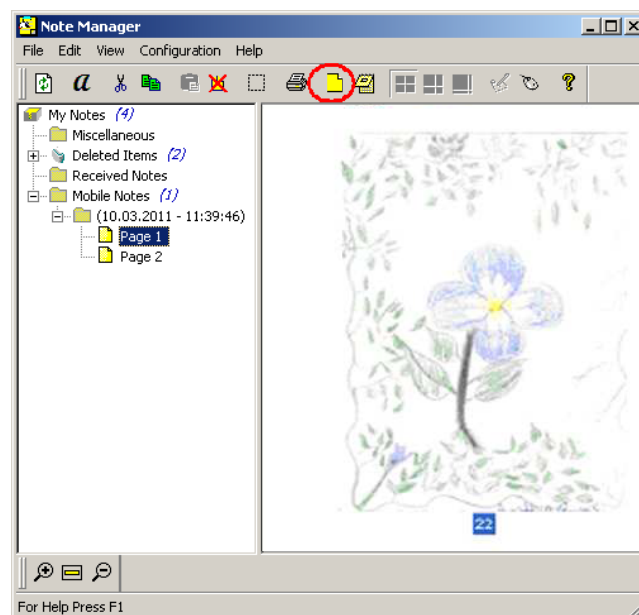


Fig. 114 Show as sticky note button



*Notice!*

*The note can also be dragged onto the desktop using the Drag & Drop feature.*

Right-click on the sticky note to obtain further sticky note options.

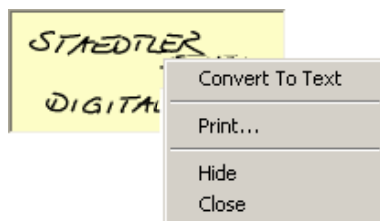


Fig. 115 Sticky note options

- *Convert into text*: this option converts handwriting on the sticky note into text using the MyScript Studio Notes Edition software.
- *Print*: allows printing of the sticky note.
- *Hide*: select *Hide* to conceal a sticky note in the application icon. To display a hidden note again, right-click on the application icon in the taskbar and select *My sticky notes*. Then click on the note which you would like to restore.

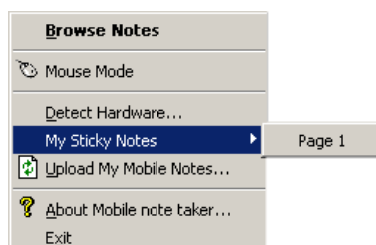


Fig. 116 Restoring hidden notes



#### Notice!

*Sticky notes will also be shown again each time the application is restarted.*

- *Close*: closes the sticky note.

## 6.15 Creating paper holder notes

A paper holder note allows you to view your notes in the foreground at all times. Furthermore, it is also possible to adjust their transparency.

1. Select the note which you would like to display in the Note Manager by clicking on it.
2. Right-click on this note and select *Display as paper holder*.

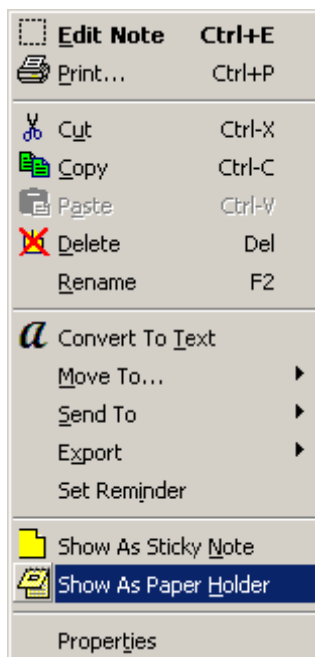


Fig. 117 Creating a paper holder note

Alternatively, click on the *Display as paper holder* button in the Note Manager toolbar.

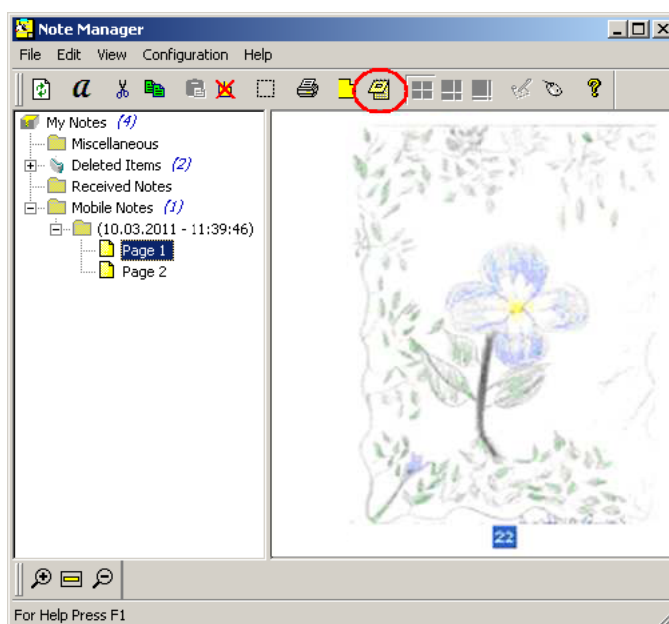


Fig. 118 Display as paper holder button

3. Adjust the transparency of your paper holder notes (see chapter 6.1 Defining preferences)

## 6.16 Selecting pen styles

It is possible to modify the color and width of the on-screen pen stroke at any time.

1. Open the Configuration menu in the Note Manager. Select the Pen styles option.

2. Click on the arrow on the right-hand side of the current color to obtain a list of colors. Select the desired color.
3. Use the arrows on the right-hand side of the current pen width to select a pen width between 1 and 10. The desired width may also be entered directly into the field.
4. Click on *OK* to confirm selection or click on *Cancel* to abort selection.



*Notice!*

*Click on the Default button to restore the default settings.*

## 6.17 Managing folders

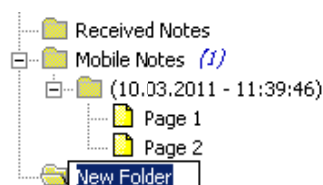
The Note Manager is installed with predefined folders Miscellaneous, Deleted Items, Contacts, Follow up, Received Notes and Mobile Notes.

This folder can be used for storing your notes or, if required, to create additional user-defined folders.

### 6.17.1 Creating new folders

A new folder can be created in different ways:

1. Select the folder in which you would like to create a sub-folder by clicking.
2. Click in the *File* menu and select the *New folder* option.



*Fig. 119 Creating new folders*

3. Enter the name of the new folder.

### 6.17.2 Renaming folders

All folders with the exception of predefined folders Miscellaneous, Deleted Items, Contacts, Follow up, Received Notes and Mobile Notes can be renamed.

1. Right-click on the folder which you would like to rename
2. Click on the *Rename* option. The file name is now highlighted.
3. Enter a new name for the folder.

### 6.17.3 Deleting folders

All folders with the exception of predefined folders Miscellaneous, Deleted Items, Contacts, Follow up, Received Notes and Mobile Notes can be deleted.

1. Right-click on the folder which you would like to delete.

2. Select the *Delete* option in the menu which appears.
3. Confirm deleting of the folder with *Yes*.

## 6.18 Reminder function

The notes stored on your PC can also be used as reminders. Define a precise date and a precise time for a selected note so that this will then appear automatically on your display screen at the desired time.

### 6.18.1 Setting a reminder

1. Select a note or the thumbnail in the Note Manager.
2. In the *File* menu, click on the *Set reminder* option. Alternatively, right-click on the note and select *Set reminder* in the menu which appears.
3. Tick the *Enable reminder* checkbox.

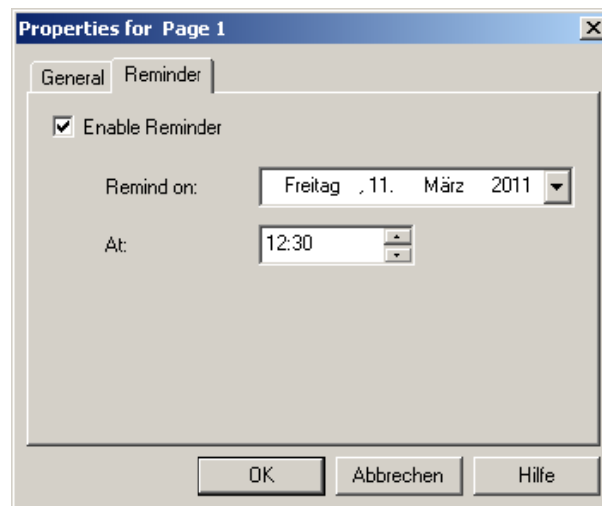


Fig. 120 Setting a reminder

4. Click on the arrow on the right alongside the *Reminder on* list and select the date from the drop-down calendar which appears.
5. Should you wish to determine a specific time for the reminder, use the arrow alongside the *At* list or enter the desired time.



#### *Notice!*

*If no specific time is entered, the reminder appears as soon as the computer is booted on that particular day.*

### Suppressing the reminder (snooze function)

When a reminder appears, it is possible to suppress this reminder until it reappears again after 5, 10, 15 or 20 minutes accordingly.

1. Click on *Snooze*
2. Select the number of minutes from the drop-down list after which the suppressed reminder should appear again.



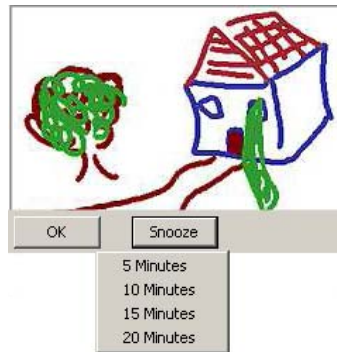


Fig. 121 Setting the snooze function

## 6.19 Backing up and restoring the note database

It is possible to use the Note Manager as a backup for your entire database, and to restore this backup as required.

### 6.19.1 Backing up the database

1. Select File > Backup/Restore > Backup database in the menu.

The following dialog window appears:



Fig. 122 Selecting a destination path

2. Select the destination path for backup of your database.
3. Click on the Save button.
4. Once backup has been concluded successfully, the following message appears:

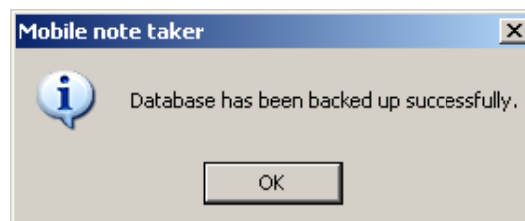


Fig. 123 Database has been backed up successfully dialog box

### 6.19.2 Restoring the database

1. Select File > Backup/Restore > Restore database in the menu.

The following dialog window appears:

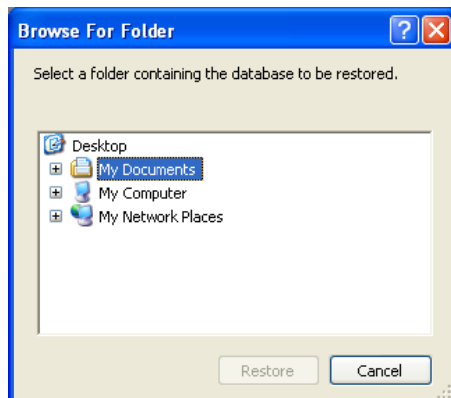


Fig. 124 Selecting a destination path

2. Select the destination path for your database backups.
3. Click on the *Restore* button.
4. If successful, your database is restored in a new folder in the Note Manager.

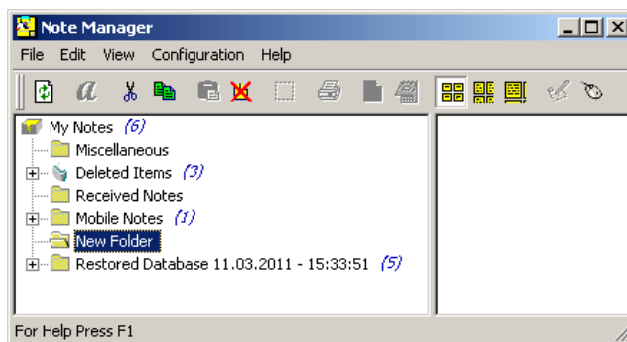


Fig. 125 Restored database

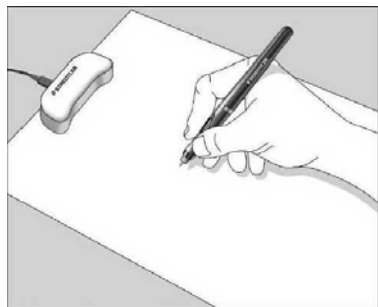



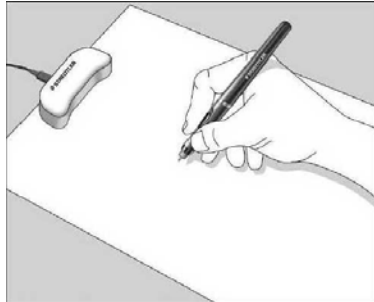
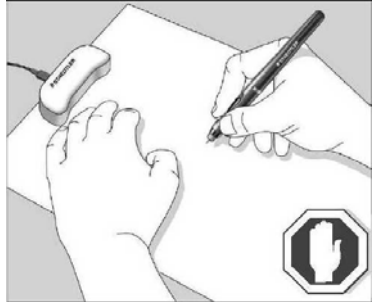
**Notice!**

*This new folder is named "Restored database" and includes the date on which restore was implemented.*

## 7 Troubleshooting

### 7.1 Overview

Problem	Possible cause	Solution
The LCD display is blank following activation.	The battery of the receiver is too low.	Connect the receiver to the computer.
In offline mode, the pen symbol is not flashing in the LCD display when writing	Batteries of the pen are too low.	Replace the pen batteries (SR 41).
	The refill is not inserted properly.	Insert the refill correctly (see 1.5.1 Inserting / replacing a refill)
The battery symbol is not flashing during the charging process.	The USB cable is not connected properly.	Connect the USB cable again.
	The USB cable is damaged.	Replace the USB cable with a new one.
The pen stroke is not visible on the display screen in online mode.	The Note Manager is active.	Start up the Note Manager.
	The receiver is not connected properly to the PC.	Connect the receiver again.
	The pen is in mouse mode.	Convert the pen to pen mode (see 4.2 Online mode)
	The pen is out of range of the receiver.	See 0
		 <p><i>Fig. 15 Writing correctly</i></p>  <p><i>Fig. 17 Receiver obscured</i></p> <p>Range of the receiver</p>
	The battery of the digital pen is too low.	Replace the pen batteries (SR 41).
The pen stroke is awry or is not complete.	There is an obstacle between pen and receiver.	Remove the obstacle (see 1.6.5 Attaching the receiver to the paper).
	The pen is being gripped too	For correct pen grip, see 1.6.5

	close to the pen tip. Transmission from the pen tip is being blocked by the fingers.	Attaching the receiver to the paper
	The writing underlay is not even enough or the paper has not been flattened correctly.	Use a firm and smooth underlay.
The mouse is not responding.	The pen battery is too low.	Replace the pen batteries (SR 41).
	The pen is not in mouse mode.	Convert the pen to mouse mode (see 4.2 Online mode)
	The pen is out of range of the receiver.	See 0  <i>Fig. 15 Writing correctly</i>  <i>Fig. 17 Receiver obscured</i> Range of the receiver
Text is represented skewed.	Alignment of the receiver is incorrectly set.	See 4.3 Uploading notes onto the computer
Two texts have been written on top of one another	You have forgotten to create a new page.	Can be rectified in MyScript Studio Notes Edition, (see. 5.5.4 Splitting ink)

## 8 Information regarding disposal

The product, its packaging and the batteries included in delivery have been manufactured from quality materials which can be reused.

Reusing selected parts or raw materials from used products contributes substantially to a reduction in waste and to environmental protection.

### 8.1 For EC countries

Please dispose of individual components by separating in an appropriate manner. More detailed information regarding your nearest recycling collection point can be obtained from your local authorities.



**Electronic equipment identified with this symbol may not be disposed of together with regular domestic waste!**

Every consumer is legally obliged to dispose of electrical waste separately from domestic waste.

Information regarding recycling collection points which will accept electrical waste free of charge can be obtained from your local authorities or city councils.



**Do not dispose of batteries and battery packs together with domestic waste!**

Every consumer is legally obliged to return all empty batteries and battery packs. Used batteries and battery packs can be surrendered to public collection points of the local authorities or city councils or to any shop specializing in the trade of batteries.

Batteries and battery packs containing contaminants are identified with the following letters:

**Pb** = Lead, **Cd** = Cadmium, **Hg** = Mercury.

### 8.2 For non-EC countries

Please dispose of individual components in accordance with directives valid for your respective country.

